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AND

ndium of General Information

FOR USE OF

State Printing Office Employees
State Department Authors

lifornia State Printing Department
Robert L. Telfer, Supt.
Sacramento
1916

STYLE BOOK

AND

Compendium of General Information

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and State Department Authors

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19453

ALLIED PRINTING
TRADES UNION LABEL COUNCIL
SACRAMENTO

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GENERAL INFORMATION.

Duties and Authority of Superintendent.

SEC. 526. [Political Code.] It is the duty of the superintendent of state printing:

One—To print the laws, including initiative measures adopted by the people, prefixing to the text of each act the date of approval or adoption and the date of going into effect of such act; the journals of the legislature; reports of state officers; public documents ordered to be printed by the legislature; blanks for the officers and departments of the state government; bills, resolutions, and other printing which may be ordered by either of the two houses of the legislature, and all other public printing for the state, unless otherwise expressly ordered by law.

Two—To publish, prefixed to each volume of the statutes, the constitution of the state and the name and place of residence of the governor and other executive officers of the state, lieutenant governor, senators and members of the assembly, the presiding officers of the senate and assembly, and of the commissioners of the state of California residing out of the state and in office at the time of such publication; the certificate of the secretary of state showing what acts, or sections or parts of acts, of the legislature are delayed from going into effect by a referendum petition properly certified and filed in his office; and the certificate of the secretary of state showing the result of any election upon any question submitted to the electors of the state within two years next preceding by either initiative or referendum petition.

Three—To perform the duties required by the provisions of article twelve, chapter two, title one, part three, of this code, and such other duties as are imposed upon him by law.

Four—He shall keep in his office, open to public inspection, a time book, containing the name of every employee connected with the state printing office, the time employed, the rate of wages, and amount paid; and he shall certify, under oath, to the correctness of all claims for services rendered and materials furnished, which certificate shall be attached to and presented with each claim that shall be presented to the

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state board of control for allowance, and no such claim shall be certified or allowed unless it be fully itemized.

Five—He shall file in the office of the secretary of state, all proposals, bids, contracts, bonds, and other papers appertaining to the awarding of contracts now in his possession, or which may hereafter come into his possession, retaining in his office copies of the same; and the secretary of state shall promptly furnish the state board of control, for their use, certified copies of all such papers.

Six—All printing required by any of the state departments, boards, or any state officer, for the state, the order for the same shall be made out upon a printed blank, with voucher attached, to be furnished by the superintendent of state printing, and forwarded to the office of said superintendent, who shall enter upon a book kept in his office for that purpose, a transcript of said orders; and shall return with the work, when completed, to the person ordering the same, the original order, with duplicate voucher attached; said voucher to be signed by the person receiving the work, and returned to the superintendent of state printing, and both original and duplicate orders shall be kept on file in his office, and shall be a sufficient voucher for said work. The superintendent of state printing shall enter upon a book to be kept for said purpose, the name, quantity, and weight of paper used for each order printed. He shall also certify, under oath, that all materials, stock, and paper furnished the office under contracts, are of the quality, kind and weight required by such contracts, and no claim arising under any contract shall be allowed or paid unless accompanied by such certificate. He shall also, retain and file in his office one copy or sample of each blank, circular, pamphlet, book, legislative bill, file, or report, or any other work emanating from the state printing office, excepting blank books, of which he shall file only sample sheets, said copies or samples shall bear a uniform number and date with the voucher.

Seven—No printing for the senate or the assembly, or any committee of the same, shall be executed except upon an official order of the secretary or chief clerk respectively transmitted to him.

Eight—The receipts of the respective sergeant-at-arms or the secretary or chief clerk of the senate and assembly shall be a sufficient voucher to the superintendent of state printing for all work done for either house.

Nine—To maintain a bill-filing room for the senate and assembly, to file all bills, resolutions, journals and such other papers as may be ordered by either the senate or assembly; to place all such bills, resolutions, journals and other papers in proper binders for the use of the members of the legislature, and to perform such other duties in connection with the filing and distribution of such bills, resolutions, journals and other papers as may be required by law, or the rules or special orders of either house of the legislature.

SEC. 531. [Political Code.] The duties of the superintendent of state printing shall be as follows: He shall have the entire charge and superintendence of the state printing and binding. He shall take charge of and be responsible on his bond for all manuscripts and other matter which may be placed in his hands to be printed, bound, engraved, or lithographed, and shall cause the same to be promptly executed. He shall receive from the senate or assembly all matter ordered by either house to be printed and bound, or either printed or bound, and shall keep a record of the same, and of the order in which it may be received; and when the work shall have been executed, he shall deliver the finished sheets or volumes to the sergeant-at-arms of the senate or assembly, or of any department authorized to receive them, whose receipt therefor shall be a sufficient voucher to the said superintendent of state printing for their delivery. He shall receive and promptly execute all orders for printing or binding required to be done for the various state officers.

Provided, that the said superintendent of state printing shall have discretionary authority to revise, reduce, or decline to execute any order, or part of any order, which in his judgment is unnecessary or unwarranted by law, and which will tend to unnecessarily consume the appropriation for support of the state printing office; *and provided, further*, that in the event of any state officer, board, commission, or state institution considering the decision of the said

superintendent of state printing unfair, he may refer the matter to the state board of control, which board shall determine the matter. He shall employ such compositors, bookbinders, pressmen and assistants as the exigency of the work from time to time requires, and may at any time discharge such employees.

Provided, that at no time shall he pay said compositors, bookbinders, pressmen or assistants a lower rate of wages than the average wage paid by those employing such mechanics in Sacramento, San Francisco, Oakland and Los Angeles for like work. He shall at no time employ more compositors, bookbinders, pressmen or assistants than the absolute necessities of the state printing may demand, and he shall not permit any other than state work to be done in the state printing office.

The superintendent of state printing shall, on or before the fifteenth day of September of each year, make a report, in writing, to the governor, embracing a record of the complete transactions of his office for the preceding fiscal year, which report shall show in detail all the items of expense attending the state printing and all the expenses of the office, including repairs and the purchase of materials of all kinds. Said report shall also state the number of reams and various kinds of paper delivered to him, and the amount and quality remaining on hand, which report shall be printed, biennially, for the use of the legislature.

SEC. 529. [Political Code.] The superintendent of state printing shall decide upon the style and manner of printing all laws and other state documents.

(Preceding is "bill" style.)

"RUSH" JOBS.

Departments requesting that a job be "rushed" should bear in mind that all requisitions upon this department for printing and rubber stamps are submitted to the State Board of Control for approval before any expense is incurred in executing same. This submission to the board and return to this department requires from 24 to 48 hours.

Prompt attention is given all orders for printing, but it is only when the exigencies of the

case demand it that night or Sunday work is performed, as the latter adds materially to the cost, whether the job be large or small.

REPRINTS.

This department will endeavor to keep standing the type or plates for forms in common use in the various state offices, whenever in our judgment it would be of advantage to do so. This applies to forms of an intricate nature. All simple jobs, including pamphlet and book forms, are broken up immediately upon being printed, unless a request has been made by the department concerned to have the matter held for future publication. Such request should not be made later than the time of returning final "Author's Proof" and should state how long the matter is to be held. Do not ask to have type stored unless reasonably certain of a reprint. A small charge, sufficient to cover the actual cost of storage, will be made when a job is ordered held.

RUBBER STAMPS.

The state printing department is prepared to manufacture rubber stamps of every description required by state departments, and carries in stock a complete line of stamp pads, inks, rubber type, daters, numberers, time stamps, etc.

Rubber stamps and supplies may be purchased on the regular printing requisitions, which are in the possession of all state departments.

PRINTING FUNDS.

State departments in doubt as to balances in their respective printing funds may obtain this information by writing to the Superintendent of State Printing.

It is suggested that where doubt exists as to availability of funds for a printing job of consequence, copy and complete specifications be submitted to this department with request for an approximate cost estimate of the completed job, which will be promptly furnished.

SUGGESTIONS TO AUTHORS.

To get correct printing at a minimum cost, begin with correct copy. Do not wait to see how the proof sheets look and then start editing.

This Style Book is intended to simplify and facilitate state printing, and authors are requested to prepare copy in consonance herewith, that best results may be attained and cost of printing kept to a minimum.

Copy should be typewritten, on sheets 8½ by 11 inches, or preferably 7¼ by 8½ inches, and sent flat. When carbon copies are made, only the originals should be sent to this office.

The size, 7¼ by 8½ inches, is most convenient because it is the proper size for the copyboard of the linotype machine; any larger size has to be folded or cut, consuming time and increasing cost. It is also one-sixth of a sheet of folio, and will be supplied by this office to any author preparing copy for the state.

Write on one side of the paper only, and begin each page with a paragraph when convenient.

Typewriting should invariably be spaced, and no interlineations made, or inserts pinned or pasted on.

Proper names, foreign words or phrases, and all technical words should be written plainly and verified. Signatures and figures should be especially plain. Corrections should never be made by writing over the originals.

Abbreviations should never be made unless it is intended they should be followed.

The frequent use of italic should be avoided, either for emphasis or where foreign words may be Anglicized.

Photographs and drawings for illustrations should accompany the manuscript, bearing the figure or plate number, and the position of each indicated in the copy by such figure or plate number. The size of all cuts, maps, etc., should be determined by this office in order that proper dimension and margination be secured.

When cuts are sent with manuscript, the figure or plate number should be plainly marked on the bottom of each.

Copy for the complete publication should be submitted at one time. It invariably delays printing to have copy arrive in installments. Begin with cover (if one is desired), and follow with *separate* copy for title page. The usual order is: Cover, title, table of contents, list of illustrations, list of plates or figures, letter of transmittal, introduction, text, and index.

When the index is elaborate, it may be compiled from page proofs; but preferably the skeleton copy for contents and index should accompany the manuscript. This is especially true of the contents, as the copy serves as a guide to the arrangement of the book, and is of value in determining the relative importance of the headings throughout.

Footnotes and references should be written at the bottom of the copy pages and as near to the subject matter as possible.

A letter of instruction should accompany the complete copy furnished, giving in detail the author's idea of the plan of the publication desired.

Samples furnished should be plainly marked, indicating what is desired to be followed in type, size, paper or binding.

Marking Proof.

This office will endeavor to send as clear proofs as may be made from the copy furnished, and all corrections should be made on such proofs submitted. Revised proofs will be sent when asked for. Avoid asking for page proofs when possible.

Answer all queries on proof, and make corrections on the margin of the sheet, opposite the errors occurring. Do not write over the print or between the lines.

Proofs should be marked to conform to the following style:

PROOF-READERS' MARKS

X	Bad letter.	⋁	Apostrophe.
⊥	Push down space.	⋁	Quotation.
⁊	Turn over.	:/	Hyphen.
⁊	Dele—take out.	///	Straighten.
#	Space.	⊏	Move to left.
⊂	Close up.	⊐	Move to right.
⊙	Period.	□	Em quad.
,/	Comma.	/—/	Em dash.
:/	Colon.	/2/	Two-em dash..
,:/	Semicolon.		

¶ Paragraph.

No ¶ No paragraph

wf. Wrong font.

stet Let it stand.

tr. Transpose.

Caps Capital letters

s. c. Small caps

l.c. Lower case.

Rom. Roman.

A line both above and below letters or words, and the marks repeated in the margin, denotes faulty alignment.

Ordinarily, one line drawn under a word indicates *italics*; two lines, SMALL CAPS; three lines, CAPS.

BEFORE READING

"There is nothing advantageous to the printer advocated by any organization which was not long ago taken up by the United Typothetæ of America and made a part of its work. But no other association has a range of activities at all comparable to that of the Typothetae. Use your influence there fore to put an end to the folly which is fritter-ing away so much of the power of organization through sporadic independent movements," says one writer." "It takes years to build up a strong and successful organization such as the United Typothetæ of America. For that reason the thing to do is to take advantage of the excellent and energetic organization we have. Get what we want now instead of wasting our efforts in sporadic movements which, even though their intentions are thoroughly good, cannot possibly bear fruit under ten to twenty years, if, indeed they ever can."

THE MARKED PROOFSHEET

There is nothing advantageous to the printer advocated by any organization which was not long ago taken up by the United Typothetæ of America and made a part of its work. But no other association has a range of activities at all comparable to that of the Typothetae. Use your influence there fore to put an end to the folly which is fritter-ing away so much of the power of organization through sporadic independent movements, says one writer," "It takes years to build up a strong and successful organization such as the United Typothetæ of America. For that reason the thing to do is to take advantage of the excellent and energetic organization we have. Get what we want now instead of wasting our efforts in sporadic movements which, even though their intentions are thoroughly good, cannot possibly bear fruit under ten to twenty years, if, indeed they ever can."

NUMBER OF WORDS TO A PAGE.

(6 x 9 Size.)

The following illustrations will enable the author to select the size of type desired and determine the number of pages his manuscript will make:

6-point No. 11, solid ---------- 1645

6-point No. 11, leaded ---------- 1234

This type is 6-point No. 11, light face. This type is 6-point

This type is 6-point No. 11, bold face. This type is 6-point

6-point solid ---------- 1200

6-point leaded ---------- 900

This type is 6-point light face. This type is 6-p

This type is 6-point bold face. This type is 6-p

7-point solid ---------- 1130

7-point leaded ---------- 885

This type is 7-point light face. This type is 7

This type is 7-point bold face. This type is 7

8-point solid ---------- 935

8-point leaded ---------- 750

This type is 8-point light face. This type is

This type is 8-point bold face. This type is

10-point solid ---------- 625

10-point leaded ---------- 520

This type is 10-point light face. This t

This type is 10-point bold face. This t

INSTRUCTIONS TO COMPOSING ROOM OPERATIVES.

Keeping Cost.

Every employee of the composing room is requested and expected to attach the fullest significance to the cost keeping system of the office. It is absolutely essential in order that all patrons of the state printing plant may be treated fairly and honestly.

To this end the job number becomes of paramount importance. See that it is correctly placed with every take slug, signature and form number.

Especial care should be used in setting the correct title of the job.

All take slugs should be set in 10-point, contain number and name of job, size and face of type, and name of the operator or compositor.

Signatures should be set in the following form:

1—RR—19164.

Every insert or paster should bear the number of the job.

The closing mark (o) is highly important, and should be set when marked on copy.

Copy Editing.

Copy editors will endeavor to study the wishes of the author, and follow them, except when in direct conflict with this Style Book.

Mark copy so that the compositor or operator will not be in doubt as to measure, slug, size and face of type, headings, indentions, dashes, new pages, captions, references, etc.

Copy must be edited in conformity with this Style Book.

Composition.

Compositors and operators are directed to familiarize themselves with this book and observe carefully the rules governing composition.

Keep the proof sheets clean and avoid rolling and wrinkling as much as possible.

When a run-over is made, indicate the lines reset by pencil mark; also type that has been "pied" or reset on account of cold metal.

As a workman is judged by his product, see that the product is up to the standard, and use especial care in correcting and inserting slugs or type.

See that the correct job number is on each proof, and sign all proofs corrected.

Reading and Copy Holding.

Speed is desirable and should be cultivated, but accuracy is of first importance.

When the reader detects inconsistent and erroneous statements, obviously made by the writer through lapse of memory or slip of the pen, it is his duty to query them.

When the grammatical construction of a paragraph is questioned by a reader and an element of doubt exists as to the propriety of changing its form, it should be marked with a capital "G" and a query mark inclosed in a ring. If a statement of fact is thought to be erroneous or is doubtful, it should be marked with a capital "F" and a query mark inclosed in a ring.

Queries inside a ring are not to be corrected, but are intended to go to the author. If it is desired to have a mark corrected and the query stand for the author, place query outside the ring. A mark queried without the ring would have the same effect.

Proofs which are not clearly printed or which are in any manner defective should be refused.

Broken or defective figures or letters should be obliterated and rewritten in a ring.

Upon the discovery of any wrong-font matrices, readers should cause immediate notice to be sent to the operator.

Readers should never make important changes in indentions or tables without consulting the foreman of the proof room.

Readers will carefully note the instructions to compositors as to spacing, division of words, etc., and never hesitate to mark when work is imperfect.

The marks of the copy editor must be given consideration by all. He has probably handled the entire work, and is in a position to know

more about its peculiarities than one who reads but a small portion of it.

When reading avoid any unnecessarily loud tone of voice. Remember that small words are as important as large ones, and should be pronounced distinctly. Plurals should be clearly sounded.

The foreman of the proof room is authority for all matters pertaining to copy or proofs, together with the assignment of work to or other disposition of the operatives.

Readers must not make changes from style or copy markings without consent of the foreman. If any change is made by him, readers should be notified at once.

Readers will not be permitted to confer or argue with compositors or operators regarding copy, or to argue among themselves over matters of style. Such questions shall be referred to the foreman.

All proofs must bear signature of reader, reviser and copyholder and will also carry the distinguishing "R" to indicate who *read* same. Readers must not handle proofs which do not bear the job number, title and compositor's name at the head of the galley; or at the bottom the signature of the operator setting corrections for revises, and the floorman making the corrections. This applies equally to stone proofs or proofs of any other nature.

Readers and copyholders will alternate in reading by galleys whenever practicable.

Readers are required to give compositors the benefit of all rings.

Quietude is required in the proof room, and there must be no indulging in conversation not pertaining to the work in hand. Courtesy between employees during office hours must be invariably observed. No other condition will be tolerated.

All proofs should be given two readings, except when otherwise designated. To insure accuracy, proofs requiring two readings *shall not be read twice by the same team* unless especially directed to do so.

Revising.

The importance of revising proofs well can not be overestimated. While a reviser is not expected to read proof, it is not enough for him to follow slavishly the marks found on the proof sheet. He should see that all corrections have been properly made in the type, that words or lines have not been transposed by the compositor in making the corrections, and that the rules governing spacing, division of words and good printing generally have been observed. The reader or reviser who passes bad spacing will be held at fault.

A reviser must not remodel the punctuation of the readers or make any important changes in the work. If he thinks that an important change should be made, he should submit the proposed change to the foreman.

All instructions on first proofs must be transferred to revised sheets.

Revisers should promptly notify the foreman of the proof room when variations from this Style Book are being made by readers.

The following rules should be carefully studied:

1. See that the proof sheets are clean and clear; send for another proof in case they are not.

2. See that galley slips connect before beginning the page or press revise.

3. See that page folios are continuous, that running heads are correct and uniform, and that the proper signature is correctly placed.

4. Revise carefully, observe connection between pages and carry all unanswered queries if the proof goes again to the author; otherwise see that all queries are answered, and take care that continued and repeated lines are free from errors.

5. If a revise is not properly corrected or is not reasonably free from error, call for another correction and proof (stating number wanted), and destroy all duplicates.

6. Be on the lookout for "doublets," "drop-outs," and "transpositions," imperfect letters or figures and "cold metal."

7. Read all running heads and box heads in continued tables; see that all leading lines are carried at the top where subordinate matter turns over; that dollar marks and captions of

columns are properly placed and uniform; that the matter is as compact as circumstances will permit, and that footnotes follow on the page containing the corresponding references and are properly arranged.

8. Always make sure that different sets of proof sheets on any work are correctly marked in series, as "R," "2d R," "3d R," etc., and when a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof and destroy the stamped proof when it has served its purpose.

9. When two or more jobs are imposed in one form, the reviser should separate the parts to verify the imposition. Until familiar with the "fold," caution must be exercised in cutting the sheet.

10. Press and stone revises are equally important. With these special care must be taken that rules do not lap, that work is not jammed in the "lockup," that damaged letters and "slips" are indicated, and that the matter is ready in all respects to pass severe criticism.

11. State publications are usually made up in the following order:

Page 1, title; page 2, blank; page 3, table of contents; when contents ends on page 3, then page 4, blank; page 5, letter of transmittal; page 6, blank; page 7, introduction followed by text proper. Lists of illustrations or plates or figures where used should follow the contents.

In the body of the work new pages will be properly indicated on the proof sheet. Tables of contents, letters of transmittal, lists of illustrations, the text proper of a book, and all matter following half titles (except parallel tables) should begin on a new odd page.

The legend lines of full-page cuts which run the broad way should read up; that is, the even-page legend should be on the binding, or inside, margin, and the odd-page legend on the outside margin.

COMPOSITION STYLE.

The following rules and style are to be observed generally in the printing of all state documents. It is not presumed to cover all points, and judgment and discretion will need to be used in absence of specific instruction. Webster's Dictionary will be the accepted authority on all mooted questions.

Capitalization.

Capitalize (singular or plural)—

Proper names, or words used as such; also proper adjectives of same form.

Titles of rulers, legislative bodies and branches, County when following name,

The California Legislature, but legislature, senate, assembly, when standing alone.

The titles of state departments, commissions, bureaus, services, etc., when the title is expressed in full; but commission, board, department, etc., when standing alone.

All geographic terms when with the name (see examples page 19).

Popular appellations, as Golden State, Bay City, etc.

Nouns, pronouns, adjectives (except the articles "a," "an," and "the"), adverbs, verbs, and first and last words in upper and lower-case headings where the principal words are to be capitalized.

The principal words in addresses, signatures and date lines.

The Army and Navy, when combined or alone; but army and navy, when foreign.

Committees of the senate and assembly, and committees appointed by the Governor, or presiding officer.

All words denoting Deity, except "who," "whose," and "whom."

Names of foreign countries, titles of their rulers, legislative bodies, and dominion and administrative divisions, as German Empire, Emperor, Reichstag, Kingdom or Duchy.

Geographical names when following the proper name, as Canal, County, Creek, Gulch, Harbor, Island, Mountain, Ocean, Park, Township.

Geological ages, as Carboniferous, Cretaceous, Eocene, Miocene, Pliocene.

Government is not capitalized unless edited in copy.

Upper or Lower only when a part of the name, as Lower California (Mexico); upper or lower when designating a part of a state or country.

State is not capitalized unless edited in copy.

The, when part of a name, as The Adjutant General, The Dalles.

Titles of books, historical documents, and the first word of quotations occurring within the text.

First word and proper nouns only of articles in books, magazines and newspapers, when referred to, and quote: "A story of frontier life in Humboldt County."

Section of the United States, as East, West, North, South, Middle West, Central West, Northwest, Southwest, Pacific Coast States, etc.

The group names of states, as North Atlantic, South Atlantic, Middle, Gulf, etc.; but eastern Middle, western Gulf, eastern manufacturers, western farmers, etc.

Do not capitalize—

State, except in titles. The court, the senate, the assembly, the legislature.

Street, avenue, road, lane, etc.

The noun in titles, except Government, Army and Navy. The Board of Agriculture, of Horticulture, the Civil Service Commission, etc., should be referred to as board or commission.

The names of districts, senatorial, assembly, congressional; also wards and precincts, as fourth ward, third precinct.

Words of common usage whose proper form has been lost sight of, as chinaware, india ink, macadamized road, manila paper, russia leather; also adjectives and verbs ending in "ize," "ed," "ify," and "ing," when applied to products or processes, as harveyized, pasteurized, macadamized, etc.

College degrees, when spelled out, as degree of doctor of laws, degree of master of arts.

Branches of the government, as executive judicial, legislative.

The name of the species in describing insects or plants.

Sections of states, as northern California, central Ohio, etc.

Prepositions "d'," "da," "de," "della," "di," "l'," "van," "von," etc., when preceded by a forename; the same without a forename or title should be capitalized.

Designations in connection with capital letters or roman numerals should be kept up, as Title XV, Chapter XII, Volume XI, etc.; but lower-case when used with figures, as chapter 10, volume 5, schedule No. 4, etc.; "Appendix," "Exhibit," "Form," and "Table," will be kept up in all cases when preceding numerals or figures.

In capitalization the distinction between a capital and a lower-case name is usually that between a proper and a common noun. Thus, Captain Jones has a capital C because the title Captain is virtually a part of his name; Jones, captain, has the title lower-cased because captain is a common-noun designation.

The following will illustrate the general style regarding capitalization:

President Wilson was president of the caucus. The president of the Assembly was also present, but was not admired by the assembly. Color was given to the report that the fleet was in the offing, by Admiral Dewey (who was admiral of the fleet) appearing at the caucus. The Admiral appeared before the Speaker and asked who was the speaker, and was informed that he was the President, and also Chairman of the Committee on Rules, but that there were many chairmen. Many present came from the city of Boston; others from Mexico City; others from the region of San Francisco Bay; others from the bay of Chesapeake; others from the Bay of Fundy; some from the district of the river Platte, and others from the Mississippi River.

Use today, tomorrow, tonight as one word.

Spell out figures from one to ten, and always when beginning a sentence. This applies to ordinary text, and not to descriptive or technical matter.

Omit ciphers in text where cents are not expressed—$25 (not $25.00). The same rule applies in designating time—thus 2 p.m. (not 2:00 p.m.). Use periods to separate hours and minutes, as 2.45 p.m., 9.15 a.m.

In dates omit d, th, and st when the year is given, as January 12, 1915; but the 12th day of January, or January 12th. (nd and rd are obsolete.) Spell out in "tenth" day of the month.

Capitalization Guide.

The following list, necessarily incomplete, will serve as a guide to capitalization of the words more frequently used in state printing. The application is both singular and plural.

Act, when used with proper name, as Public Utilities Act.

Acting, when used as part of a title, as Acting Governor.

administration, Johnson, etc.

Admiral (of the Navy).

Ages, Dark, Middle.

amendments to the Constitution.

American Federation of Labor.

American Red Cross Society.

Appendix A, the appendix.

Archipelago, Philippine, etc.

Armory, Sacramento.

Army, when used as noun or adjective, and standing alone.

Assembly, California; the assembly.

Associate Justice (California Supreme Court).

Attorney General.

Bank, First National.

Battle of Gettysburg; battle at Gettysburg.

Bible, Biblical, Scriptures, etc.

Board of Health, Horticulture, etc.

board, standing alone and referring.

Book, Good Book, books of the Bible.

Building, Capitol, Forum, etc.

Business Men's League.

Cabinet, the.

Cabinet officer.

Calendar, Supreme Court, Senate, etc., the calendar.

Canal Zone; the canal, the zone.
Capital (the state).
Capitol, the.
Cemetery, Lone Mountain, Evergreen, etc.
Census Bulletin.
Census, Tenth, etc.
Chair, when personified, as the Chair appointed _____.
Chamber, Senate, Assembly.
Chamber of Commerce.
Chief Justice.
Chief Magistrate.
Chief of the Bureau.
Chinese Six Companies.
Christendom.
Christian, Christianity, Christianize.
Church (when name is given, referring to building or sect).
City, when part of name only, as King City; when part of title in suit at law, as City of Sacramento brought action, etc.
Code, Civil, Civil Procedure, Penal, Political.
College, Healds, Mills, etc.
Commission, when part of title, as Civil Service Commission, Railroad Commission, etc.
commission (standing alone).
commissioner (standing alone).
Commonwealth (meaning state).
Controller, State.
controller (standing alone).
Congress (United States).
congressional.
Congressmen.
Continent, when with name; otherwise lowercase.
Convention, Constitutional, First Annual, etc.
convention, Republican national.
Corps, Signal, Hospital.
corps (standing alone).
Council, City.
council, the.
Court, Supreme, Circuit, Appellate.
court, the.

Dam, Roosevelt, No. 1.
Delegate, in Congress.
Deputy, when preceding capitalized title.
Director of Census; the director.

District of Alaska, of Columbia.
district, senatorial, assembly, congressional.

east Africa.
east Tennessee.
East, the (meaning section of the United States).
Eastern Hemisphere.
Equator, the.
Executive (meaning President, Governor; also Chief).
Executive Council.
Executive Department.
Executive Mansion, Office.
Exhibit A, B, No. 1, etc.

Far East (the Orient).
far eastern.
far West.
flag, the: but Old Flag, Stars and Stripes, etc.
Fleet, Pacific.
Form A, B, etc., 1, 2, etc.
Forty-niner.

General Assembly.
gospel.
Gospel, referring to first four books of the New Testament.
government, seat of.
Governor.
Governor General.
Grand Army of the Republic.
Great Divide.

headquarters, Army, etc.
Heaven (Deity); heaven (place).
Hemisphere, Eastern, Western; the hemisphere.
High School, Lincoln.
His Excellency the Governor.
Holidays, etc.: Decoration or Memorial Day, Fourth of July, Labor Day, Easter Sunday, Thanksgiving Day, New-year's Day, etc.
Holy Writ (Bible).
Hospital, Providence; the hospital.
House, when part of name.
House of Representatives.
House, when meaning official title.

House, when Chaplain of, Clerk of, etc.
Hygienic Laboratory.

independence, in the year of our independence.
Indian, American, Digger, Siwash; an Indian.
island of Cuba, Porto Rica, etc.
Isthmian Canal.
Isthmus (Panama).

Jersey cattle.
Jim Crow.
Journal Clerk.
Journal of the House, or Senate.

Ku-Klux Klan.

Legislature, California; the legislature of California.
Letters Patent No. 1.
Librarian of Congress.
Librarian, State.
Lighthouse, Point Arena; but the lighthouse at Point Arena.
line, S. P. Railroad.
Lock 1, No. 1., etc.
lower house of the legislature.

Magna Charta.
Marine Corps.
Mikado.
Military Academy; the academy.
Mint, San Francisco; the mint.
Monroe Doctrine.

National (when preceding capitalized name).
National Park.
Naval asylum.
Naval Observatory.
Naval station.
Navy (adjective, noun, and standing alone).
Navy Yard, Mare Island.
New World.
North Pacific Squadron.
North Pole.
North, the (section of the United States).
northerners.
northern California.

Observatory, Lick; the observatory at Mount Hamilton.
Occident, the.
occidental.
Old World.
Order of Business.
Ordnance Department.
Organized Militia.
Orient, the.
oriental customs.
orientals.

Pacific coast, slope, seaboard.
Pan American Union.
Philippine Assembly, Legislature.
Pilgrim Fathers.
Pole, North, South; the pole.
Political parties: Republican Party, Democratic Party, etc.; a Progressive, a Republican, etc.
Post Office Department.
Postal Union.
Printer, State.

Range, Coast (mountains).
Reform School, Whittier.
Regent, University.
Representative (in Congress).
Register of the Land Office.
Reservation, Round Valley.
Revised Statutes.
route No. 1234, R. F. D. route No. 1.
Rule XX; rule 20.
Rules and Articles of War.

Sabbath, Sabbath Day.
School, Monroe, Jefferson, Girls, etc.; the school.
Scriptures.
Secretary of State.
Senate, Chaplain, Chief Clerk, President pro tempore, etc.
Senator (in Congress); senatorial.
Sergeant-at-Arms (Senate or Assembly).

Service, Field, Mail, Internal-Revenue; the service.
Seventh-day Adventists.
Son of man.
Sound, Puget; the Sound, when referring.
South, the (section of the United States).
southerners.
Southland, the.
Squadron, Pacific.
States, Middle, Gulf, etc.
Statutes 1915.
Statutes, Revised.
street, Fifteenth, L, etc.
Superintendent (when part of title, as Superintendent of Public Instruction).
superintendent (when standing alone).
Supreme Bench.
Survey, Coast, Geodetic.
Surveyor General.

Table A, Table 1.
time, eastern, central, mountain, standard.
trans-Pacific.
State Treasurer.
treaty.
Tropic of Capricorn.
Trust, Steel; the trust.

Union (when meaning the United States).
Union, Typographical.
Union Depot.
University, California; the university.
upper house.

War, European; the war.
ward 1, 2, etc.
West, the (section of the United States).
Western Hemisphere.
White House.

X-rays.

Zone, Frigid, Temperate, Canal, P. P. I. E.; the zone.
Zoo, the.

Miscellaneous.

Copy marked "Fol." means to follow signs, figures, italics, abbreviations, and idiomatic expressions, but the office style should be followed in capitalization, compounds, etc.

Copy marked "Fol. lit." means to follow literally throughout.

Names of vessels should be in italic, and where occurring in heads or cap lines, should be quoted but not italicized.

The words "see," "see also," should be in italic when in indexes only.

As a rule italic should be followed as marked.

Follow copy on center heads, and in flush heads capitalize only the first word and proper nouns. Where side heads are run in, lowercase the words and end with a period. If followed by a dash, principal words go up.

Citations in text should be sentences, and in parentheses when occurring at end of a sentence.

Avoid frequent division of words, but keep spacing uniform.

Divide compound words at the hyphen only.

Avoid divisions in wide measures.

More than two consecutive divisions are not allowable.

Two-letter divisions will not be passed except in very narrow measure.

Do not, if possible to prevent, make a division on the first or last lines of a paragraph. If compelled on the last line, run over not less than four letters.

Do not separate the initials in a name, or the abbreviated title from the name, or run over Esq., Jr., Sr.; nor separate a.m., p.m., A. D., N. Y., sec., p., No., or Rule from the accompanying number, or make any other incongruous separation. Do not have two consecutive lines beginning or ending with the same word, if possible to avoid, and not more than two under any circumstances; nor any line in wide measure ending with the article "a." (Leader and tabular matter are exceptions.)

Use three stars separated by an em quad to denote an ellipsis in text. If a full line of stars

is marked, use seven, indented two ems at each end of the line. Do not overrun stars at the end of paragraph.

Indentions should be uniform, as to paragraphs, hanging indentions, signatures, date lines, etc. Smaller type extracts should have the same indention in points as the text. Overruns may be any number of ems, to prevent conflict with other indentions, but should be uniform on a page. This also applies to total lines in leader matter.

In indexes, where leaders are used, allow a full em before the page figures; if the page figures extend back to the text, use an en quad. Indexes are to be the general text style, except that names of vessels go in roman, and "see," or "see also," go in italic.

In resolutions, "Whereas," in the preamble, should be set in cap and small caps and begin a paragraph. "Therefore be it" should follow a colon and run in with the last "Whereas." *Resolved*, (followed by comma) should be in italic and the word following should be capitalized.

CORRECT TITLES, STATE OFFICIALS, BOARDS, BUREAUS, AND COMMISSIONS.

Elective.

Governor.
Lieutenant Governor.
Secretary of State.
Controller.
Treasurer.
Attorney General.
Surveyor General and ex officio Register of State Land Office.
Superintendent of Public Instruction.

Appointive.

Advisory Pardon Board.
Board of Colton Hall Trustees.
Board of Fish and Game Commissioners.
Board of Medical Examiners of the State of California.
Board of Monterey Custom House Trustees.
Board of Sutter's Fort Trustees.
Bureau of Labor Statistics.
California Highway Commission of the Department of Engineering.
California Historical Survey Commission.
California State Board of Examiners in Optometry.
California State Library.
California State Motor Vehicle Department.
California State Redwood Park Commission.
Chief of Legislative Counsel Bureau.
Clerk of Supreme Court.
Conference Commission on Irrigation, Reclamation, Water Storage, Flood Control, and Drainage.
Conservation Commission.
Commission of Immigration and Housing.
Commission on Rural Credits and Agricultural Finance.
Commission to Investigate and Report Upon Systems of Social Insurance.
Commission to Investigate and Report Upon Questions of Land Colonization and Rural Credits.

Commission to Investigate Old Age Insurance and Pensions and Mothers' Pensions.
Commissioner of Building and Loan Associations.
Department of Engineering.
Eclectic Medical Society of the State of California.
Guardian of Marshall's Monument.
Harbor Commissioners for the Bay of San Diego.
Harbor Commissioners for the Port of Eureka.
Harbor Commissioners for the Port of San Jose.
Harbor Board—San Pedro and Wilmington.
Homeopathic Medical Society of the State of California.
Industrial Accident Commission.
Industrial Welfare Commission.
Inspectors of Citrus Fruit Shipments.
Insurance Commissioner.
Legislative Counsel Bureau.
Officers of the Medical Society of the State of California.
Osteopathic Association of the State of California.
Panama-California Exposition Commission.
Panama-Pacific International Exposition Commission.
Pilot Commissioners—San Francisco, Mare Island, Vallejo, and Benicia.
Pilot Commissioners—San Diego.
Port Wardens, San Francisco.
Railroad Commission.
Recreational Inquiry Commission.
Revenue and Taxation Commission.
Stallion Registration Board.
State Banking Department.
State Board of Accountancy.
State Board of Agriculture.
State Board of Architecture.
State Board of Charities and Corrections.
State Board of Control.
State Board of Dental Examiners.
State Board of Education.
State Board of Embalmers.
State Board of Equalization.
State Board of Examiners in Veterinary Medicine.
State Board of Forestry.
State Board of Harbor Commissioners.
State Board of Health.
State Board of Pharmacy.

State Board of Viticultural Commissioners.
State Civil Service Commission.
State Commissioner of Horticulture.
State Commission Market.
State Commission Market Director.
State Commission to Deal with Problems of Navigation, Reclamation, Irrigation, and Conservation.
State Corporation Department.
State Dairy Bureau.
State Dental Surgeon.
State Mineralogist.
State Capitol Planning Commission.
State Purchasing Agent.
State Reclamation Board.
State Superintendent of Weights and Measures.
State Veterinarian.
State Water Commission.
Superintendent of State Printing.
The Adjutant General.
Trustees State Burial Grounds.
Trustees State Mineral Cabinet.
Veterans' Home of California.
Woman's Relief Corps Home Association of California.

EDUCATIONAL INSTITUTIONS.

California Polytechnic School.
College of Dentistry (University of California).
College of Pharmacy (University of California).
Hastings College of the Law (University of California).
Leland Stanford Junior University.
Medical School (University of California).
San Francisco Institute of Art.
State Normal School, Humboldt.
State Normal School, Chico.
State Normal School, Fresno.
State Normal School, Los Angeles.
State Normal School, San Diego.
State Normal School, San Francisco.
State Normal School, San Jose.
State Normal School of Manual Arts and Home Economics, Santa Barbara.
University of California.
University Farm.

HOSPITALS, PUNITIVE INSTITUTIONS, BOARDS AND COMMISSIONS.

Agnews State Hospital.
California School for the Deaf and the Blind.
California School for Girls.
Industrial Home of Mechanical Trades for the Adult Blind.
Mendocino State Hospital.
Napa State Hospital.
Norwalk State Hospital.
Preston School of Industry.
Sonoma State Home.
Southern California State Hospital.
State Board of Prison Directors.
State Commission in Lunacy.
State Prison at Folsom.
State Prison at San Quentin.
Stockton State Hospital.
Whittier State School.

CORRECT TITLES OF CORPORATIONS.

The following list gives the corporate name of the principal railroads, water, gas, electric, telegraph and telephone companies operating in the State of California:

Railroads—Steam.

Amador Central Railroad Company.
Arcata and Mad River Railroad Company.
Atchison, Topeka and Santa Fe Railway Company, The.
Bay Point and Clayton Railroad Company.
Boca and Loyalton Railroad Company.
Bucksport and Elk River Railroad Company.
Butte County Railroad Company.
California Western Railroad and Navigation Company.
Camino, Placerville and Lake Tahoe Railroad Company.
Cement, Tolenas and Tidewater Railroad Company.
Colusa and Lake Railroad Company.
Cresent City Railway.
Diamond and Caldor Railroad Company.
Holton Interurban Railway Company.
Iron Mountain Railway Company.

Lake Tahoe Railway and Transportation Company.
Los Angeles and San Diego Beach Railway Company.
McCloud River Railroad Company.
Mill Valley and Mount Tamalpais Scenic Railway.
Modesto and Empire Traction Company.
Nevada-California-Oregon Railway Company.
Nevada County Narrow Gauge Railroad Company.
Northwestern Pacific Railroad Company.
Ocean Shore Railroad Company.
Pacific Coast Railway Company.
Pajaro Valley Consolidated Railroad Company.
Quincy Western Railroad Company.
Sacramento Valley and Eastern Railway.
San Diego and Southeastern Railway Company.
San Diego and Arizona Railway Company.
San Joaquin and Eastern Railroad Company.
San Pedro, Los Angeles and Salt Lake Railroad Company.
Sierra Railway Company of California.
South San Francisco Belt Railway Company.
Southern Pacific Company.
Stockton Terminal and Eastern Railroad Company.
Stone Canyon Railroad.
Sugar Pine Railroad Company.
Sunset Railway Company.
Tonopah and Tidewater Railroad Company.
Ventura County Railway Company.
Western Pacific Railway Company.
Yosemite Valley Railroad Company.
Yreka Railroad Company.

Railroads—Electric.

Bakersfield and Kern Electric Railway Company.
California Street Cable Railroad Company.
Central California Traction Company.
Fresno City Railway Company.
Fresno Traction Company.
Humboldt Transit Company.
Los Angeles Railway Corporation.
Monterey and Pacific Grove Railway Company.
Nevada County Traction Company.
Northern Electric Railway Company.
Northern Electric Company (Marysville and Colusa Branch).

Oakland and Antioch Railway.
Oakland, Antioch and Eastern Railway.
Pacific Electric Railway Company.
Peninsular Railway Company.
Petaluma and Santa Rosa Railway Company.
Point Loma Railroad Company.
Presidio and Ferries Railway Company.
Sacramento Terminal Company.
Sacramento Valley Electric Railroad Company.
Sacramento and Woodland Railroad Company.
San Diego Electric Railway Company.
San Francisco, Napa and Calistoga Railway Company.
San Francisco-Oakland Terminal Railways.
San Jose Railroads.
Santa Barbara Consolidated Railroad Company.
South San Francisco Railroad and Power Company.
Stockton Electric Railroad Company.
Tidewater Southern Railway Company.
Union Traction Company.
United Railroads of San Francisco.
Visalia Electric Railroad Company.

Water Companies.

American Canyon Water Company.
American Irrigation Company.
Bay Point Light and Water Company.
Boulder Creek Electric Light and Water Company.
Butte County Power, Light and Water Company.
Central Canal Company, The.
California-Oregon Power Company.
Coast Valleys Gas and Electric Company.
Crocker Tract Water System.
Crocker-Huffman Land and Water Company.
East Side Canal and Irrigation Company.
Fairmont Water Company.
Fresno Canal and Irrigation Company.
Kern River Canal and Irrigating Company.
Kings River and Fresno Canal Company.
La Habra Valley Land and Water Company.
Madera Canal and Irrigation Company.
Marin Water and Power Company.
Midland Counties Public Service Corporation.
Natomas Water Company.
Northern California Power Company, Consolidated.
Northern Water and Power Company.

Oro Water, Light and Power Company.
Peninsular Water Company.
Peoples Water Company of Oakland.
San Joaquin Light and Power Corporation.
San Joaquin and Kings River Canal and Irrigation Company.
San Jose Water Company.
Santa Clara Water and Irrigation Company.
San Francisco-Oakland Terminal Power Company.
Sierra and San Francisco Power Company.
Sonoma Valley Water, Light and Power Company.
South Feather Land and Water Company.
South Los Angeles Water Company.
South San Francisco Water Company.
Southern California Mountain Water Company.
Spring Valley Water Company.
Union Water Company of California, The.
West San Joaquin Valley Water Company.
West Side Irrigation Company.
Yolo County Consolidated Water Company.

Miscellaneous.

Coast Counties Gas and Electric Company.
Crescent City Light, Water and Power Company.
Great Western Power Company.
Home Telephone and Telegraph Company of Los Angeles.
Los Angeles Gas Corporation.
Pacific Gas and Electric Company.
Pacific Light and Power Corporation.
Pacific Telephone and Telegraph Company, The.
Postal Telegraph-Cable Company.
Sacramento Gas Company.
Southern California Edison Company.
Southern Counties Gas Company of California.
United States Long Distance Telephone and Telegraph Company.
Wells Fargo & Company.
Western Fuel, Gas and Power Company.
Western Union Telegraph Company.

ABBREVIATIONS.

Abbreviations should be few, and only the accepted forms used.

Spell out Christian names except in signatures. When Christian names are abbreviated, use Danl., Edwd., Saml., Thos., without an apostrophe. Follow copy on Alex, Ben, Ed, Fred, and Sam, as these names are not always abbreviations. Never use Jno. or Jos.

In firm names use & with names of individuals, and spell out in companies, usually: but the certified name of the company or corporation should be followed. Use "and" in literary and artistic composition.

When abbreviations are used the following list will serve as a partial guide. It should be borne in mind that many abbreviations are proper only when in parentheses:

A.D. (anno Domini).
A.M. (anno mundi).
a.m. and p.m. for time.
art. or arts. for article or articles.
B.t.u. (British thermal units).
B. (Baume); C. (centigrade); F. (Fahrenheit); R. (Reamur).
Cal. for California (never Calif.).
C. C. for Civil Code.
C. C. P. for Code of Civil Procedure.
C. Cr. P. for Code of Criminal Procedure.
c.c. for cubic centimeter.
ch. or chs. for chapter or chapters.
C. R. C. for California Railroad Commission.
E., W., N., S., for compass directions. In compound terms, close up, as SE., NNW., etc.
ed. for edited.
edit. for edition.
e.g. for exempli gratia.
et al., "and others".
etc. for et cetera.
et seq. for et sequentes.
fig. or figs. for figure or figures.
ib., ibid., for ibidem.
id. for idem.
Jr. for junior (following surname).
k.w. for kilowatt.
lb. or lbs. for pound or pounds.
loc. cit. for loco citato.
lib. for book.
lin. for linear.

m. for meter, dm., cm., etc.

mm. for millimeter; mm.^{2}, for square millimeter.

No. or Nos., when preceding figures.

op. cit. for opere citato.

oz. or ozs. for ounce or ounces.

p. or pp. for page or pages.

P. C. for Political Code.

par. or pars. for paragraph or paragraphs.

Pen. C. for Penal Code.

per cent (no period) for per centum.

pl. or pls. for plate or plates.

pt. or pts. for part or parts; pint or pints.

qt. or qts. for quart or quarts.

R.R. for railroad and Ry. for railway.

Rev. Stat. for Revised Statutes, or R. S., if so written; British Statutes: 24 and 44 Vict., 75; Geo. V, 25.

sec. or secs. for section or sections.

sp. nov. for species nova.

sp. gr. for specific gravity.

Sr. for senior (following surname).

ss (no period) for silicet (as Sacramento County ss).

U. S. only when preceding name of vessel, as U. S. S. Brooklyn; or in parentheses.

viz (no period), for videlicet.

vol. or vols. for volume or volumes.

vs. for versus.

yr. or yrs. for year or years.

Spell out amounts of money in bills and resolutions.

Use figures in measures, as 20 bushels, 2 gallons, etc.

Express money in text, as $3 per pound; 75 cents each.

In Scriptural texts, Genesis xvi, 24; II Samuel viii, 9–13.

Spell out figures beginning a sentence or following a colon.

Spell common fractions when alone, as ¼, one-fourth; ½, one-half.

In percentage, 10 per cent, 2.3 per cent; but one-half of one per cent.

In dimensions, use 8 by 10 inches, in text. In tables, 8 x 10 inches, or 8″ x 10″.

Express degrees in figures and use degree mark, as 45°, 90° F., etc.

Express numbers greater than 1,000 as, one thousand five hundred sixty dollars.

When two numbers occur together, as 20 10-inch guns, use twenty 10-inch guns.

Use superior figures for references and footnotes, and inferior figures in chemical formulas.

Use figures for decimals, and supply cipher where there is no unit, as 0.24, $0.31 per lb.

Express amounts with figures used parenthetically thus: Three hundred dollars ($300); ten (10) per cent; four (4) feet.

Spell the related numbers in beginning a sentence, as "Four or five hundred distinguished persons were present."

Express distance in figures, as 50 miles, 18 yards, 10 feet 6 inches; but spell out fractions, as one-third mile.

Spell out amounts from one to ten, except enumerations of weight, measure, distance, clock time, money, percentage, degrees, votes, stocks, bonds, and age.

Spell out months in texts and indexes, and abbreviate in tabular and leader work, footnotes and sidenotes when followed by day of month. Use Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.; but May, June, July.

If descriptions of lands are copies of documents they should be followed verbatim. If discretion is to be used: N. ½ Sec. 20, T. 7 N., R. 2 W., M. D. B. & M. When fractions are to be spelled, use half and quarter, not one-half, one-quarter.

ACCENTS.

Accents will be omitted in all state work, unless insisted upon by the author.

COMPOUND AND NONCOMPOUND WORDS.

Compound Words.

Follow Webster's Dictionary generally in the use or omission of the hyphen or space between words. The vocabulary of double words (p. 41) is inserted for convenient reference. It shows some variations which are to be followed. Compound adjectives generally take the hyphen.

all-round man.
asked-for opinion.
contested-election case.
cotton-boll weevil.
iron-ship builder.
joint-stock company.
light-green color.
national-bank note(s).
sea-island cotton.
state-bank note(s).
35-candlepower lamp.
75-horsepower engine.
12-inch main.
⅝-inch pipe.
ten 10-horsepower cars.

Do not confuse a qualifying word with a subject word; for instance, a shoemaker may be a German shoemaker. If he makes wooden shoes, he is a wooden-shoe maker. Also observe the following forms: Young school-teacher, common-school teacher, high-school teacher, public-school teacher, etc.

A present or past participle with a noun or an adjective may take a hyphen in such expressions as the following: Always wind-obeying deep; well-dealing countrymen; dark-working sorceress; soul-killing witches; fool-begging patience, etc.

Adverbs ending with "ly" are not usually compounded with the adjectives which they qualify, as a "nicely kept lawn." But words like "above," "ill," "well," "so," etc., are compounded in such expressions as "the well-known writer," "the so-called tariff reform," "this ill-advised expenditure," "the last-named article," etc.

Fractions, when spelled, should be compounded: One twenty-first, one-fifth, eighty-one one-hundredths, one one-hundredth, the one-hundredth part, one one-hundred-and-twentieth, two one-hundred-and-twenty-sixths.

When used adjectively, the expressions "first-class," "second-class," etc., are to be hyphenated; otherwise they should be printed as two words: A first-class passage, a first-class man, a man of the first class, a work of the second class, etc.

In such expressions as the "January-June period," "Washington-Baltimore improvement," etc., when used adjectively, use hyphens; but to indicate the elision of the word "to," in such expressions as "the period January–June," use an en dash.

Mr. So-and-so.

Noncompound Words.

Omit the hyphen in civil and military titles, as Attorney General, Postmaster General, brigadier general, lieutenant colonel, etc.

Omit the hyphen in such Latin forms as, "ex officio member," "ante bellum days," "prima facie evidence," "per diem employees," etc.; and also in such cases as "life (or fire) insurance company," "ocean mail lines," "railway rate legislation," "street car lines," etc.

Omit the hyphen in abbreviated terms except "sec.-ft."

VOCABULARY OF DOUBLE WORDS.

Double words not found in this vocabulary or in Webster's Dictionary should be separated by a space.

Prefixes are in bold-faced type.

Where a suffix is preceded by a hyphen, use a hyphen; if not, make one word.

"The rest take hyphen," "the rest one word," means all others of the same class found in Webster's Dictionary.

The abbreviations (a.), for adjective; (adv.), for adverb; (n.), for noun; or (v.), for verb after a word restrict the use of the word to the part of speech indicated.

Words taking the suffix "like" should be one word, unless ending in "ll," when a hyphen should be used, as shell-like, etc.

The elements of many double words may be used separately. Observe the caution as to qualifying and subject words under the heading "Compound words," and do not make a compound unless the sense requires it.

A

able (prefix) whackets; the rest take hyphen.
aboveboard, deck, ground, stairs; the rest take hyphen.
absent; compound all double words.
acid-proof (a.), -fast (a.).
actino-chemistry, -electricity; the rest one word.
acute-angled.
adderbolt, cap, fish, -footed, -split, wort.
adder's-fern, -flower, -grass, -meat, -mouth, -spear, -tongue.
addle (prefix) plot; the rest take hyphen.
adore (prefix); all one word.
after (prefix) -born, -dinner, -mentioned (a.), -shine, -stampable (a), -supper; the rest one word, except after sales.
aftmost.
agateware.
ahorseback-
aid-de-camp.
airbound (a.), -built, -drawn, -dried, -driven (a.), -dry, -floated (a.), -line (a.), lock (v.), man, ohydrogen, ship, -slaked, -tight, -tightness, ward, way.
alcoholimeter, meter, ometer, ometry, ophilia.
alkalimeter.

all-around, bone, -father, -fatherhood, -fired, -firedly, good, -hail(v.), hallow, hallowmas, hallown, heal, -might, -mouth, -overish, -possessed, -round, seed, spice, where, work.
alleyway.
almond-eyed.
alms (prefix); all one word except alms fee and alms land.
alongships, shore side.
alpenglow, horn, stock.
altarpiece, ways, wise.
alto-cumulus, -relievo, stratus.
alumroot.
amidships.
amperemeter.
amperometer.
anchor-hold.
angel-eyes, hood, ship.
angel's-trumpet.
angleberry, meter, pod, site, twitch, wing, wise, worm.
anglo (prefix); all one word, except when followed by cap, when use hyphen.
aniseroot.
ankle-cutter, jack.
antacid, arctic, eater; when meaning anti, all one word.
ante; all one word (unless followed by cap, when use hyphen), except ante bellum and ante mortem, which make two words.
anti-icteric, -imperialism, -injunction, -trade; the rest one word, unless followed by cay, when use hyphen.
anvilfaced.
any (prefix); all one word.
appledrane, jack, john, root, -wife.
aqua (prefix); all one word.
aqueo-igneous.
arc-boutant, doubleau.
arch, **archi** (prefix); all one word.
argillaceo, or **argillo** (prefix) take hyphen.
argus-eyed.
aristo; all one word, except aristo paper.
armchair, hole, let, pit, rack.
armor-bearer, -clad, -piercing, -plated.
arrowbeam, head, headed, leaf, root, stone, -toothed, wood, worm.
arteriosclerosis.
artilleryman, ship.
ashberry, -colored, -leaved, weed, wort.
ashipboard.
astro (prefix); all one word.
athwart-hawse; the rest one word.
auto-immunization, -infection, -inoculation, -intoxication, -opthalmoscope, -oxidation, -sight; the rest one word.
autumn-spring.
avant (prefix); all take hyphen.
aweband, some, -stricken, -strike, -struck.
awl-shoped, wort.
axbreaker, fitch, hammer, man, seed, stone, tree, Unge, weed, wort.
axletree.
aye-aye, green.

B

backache, -acting, -angle, bite, biter, biting, -blocker, bone, boned, cap, cast(n.), -cast(a.), chain, door(a.), down(n.), fall, -fire(v.), -firing(n.), flap, -focus, fold, friend, furrow, gammon, ground, hand, handed, hander, heel, house, jaw, joint, lash, lashing, log, piece, plate rack, -racket, -raking, rope, saw, set, setting, settler, shift, side (the rump), slide, slider, sliding, staff, stairs(a.), stamp, stay, stick, stitch, stock, strap, -strapped, string, stroke, sword, swording, swordman, tack, ward, wash, washer, water, way, woods, woodsman, word, worm, wort.
baggala, bash, -leaves, man, nut, pipe, piper, piping, reef, room, wig, wigged, worm.
baggageman, -master, -smasher.
bakeboard, house, shop, stone.
balancewise.
baldcrown, -faced, head, -headed(a.), money, pate, -pated, -patedness, rib.
balefire, wort.
ballfish, -flower, proof, room, stock, weed.
bandbox, case, master, -shaped, string, -tailed, work.
bandyball, -bandy, -legged, man.
bankman, side, -sided.
barbated, berry, fish, goose, keeper, maid, master, man, mote, post, room, tender, way, wise, wood, -wound.
bare(prefix); all one word.
bargeboard, couple, course, man.
barkbound, ometer.
barleybigg, break, brake, -bree, corn.
barnburner, stormer, storming, yard.
baseball, board, born, -bred, -burner, -court, -level(v.), man, -minded, -mindedness.
basket-flower, -hilted, wood, work.
basrelief.
bass-bar, wood.
batfish, -fives, fowl, fowler, fowling, horse man, -money, -mule, wing.
bathflower, house, room, tub.
batsman, wing.
battering-ram
battle-ax, dore, stead, wise.
bawdyhouse.
bayantler, berry, bolt, bush, gall, head, man, wood.
beachman, master.
bead-flush, house, man, roll, -ruby, work.
beadsman, woman.
beakhead, iron.
bearbane, berry, bind, bine, coot, herd, hound, -lead, skin, -tongue, ward, wood, wort.
bear's-bane, -bed, -breech, -ear, -foot, -head, -paw, -thread.
bedbug, chair, chamber, clothes, cord, cover, fast, fellow, flower, gown, key, -molding, pan, plate, post, quilt, rid, ridden, right, rite, rock, room, screw, side, site, sore, spread, staff, stead, stock, straw, tick, ticking, time, ward, way.
beebread, head, herd, hive, house, keeping, master, way, weed, wort.
beechdrops, nut.
beefeater, head, steak, -witted, wood.

beerhouse, pull.
beeswax, wing, winged(a.).
beetle-browed, bung, head, -headed, stock, stone, weed.
beforehand, said, time.
behindhand, sight.
bellbind, bottle, -faced, flower, hang, hanging, house, man, mouth, -mouthed, -shaped, -the-cat, -tongue, topper, ware, wether, wort.
bellyache, band, blind, -bound, -god, pinch, -pinched.
benchman.
beriberi.
bi-iliac, -ischiatic; the rest one word.
big-eye, -eyed, gaited, head, horn, root, thatch, wig, wigged.
billbeetle, board, broking, bug, fish, head, hock, man, poster, sticker.
billet-doux, head.
billingsgate.
billyboy, cock, hood.
bindweed, with, wood.
birdbolt, call, catcher, catching, clapper, -egg, -eyed, -foot, gaze, hood, lime, -mouthed, seed, vetch, weed, -witted.
bird's-beak, -bill, -bread, -eye, -foot, -mouth, -nest(a.,v.), -nesting, -pepper, -tongue.
birthday, land, less, mark, night, place, right, root, wort.
bitterbark, blain, bloom, bump, bush, head, nut, root, sweet, weed, wood, worm, wort.
blackback, -backed, ball, band, belly, -bellied, berry, bird, birder, birding, board, boy, -blooded, breast, -breasted, -browed, cap, coat, cock, -eyed, -faced, feet, fellow, -figured, fin, fish, fisher, fishing, foot, friar, guard, head, -headed, heart, jack, lead(v.), mail, mailer, mailing, -mark, -marker, meat, moor, mouth, -mouthed, neb, poll, pot, root, salter, -sander, -seed, smith, smithing, strap, tail, -tailed, thorn, tongue, tree, wash(v.), water, wood, work, wort.
bladebone, -point.
blameworthy.
blancmange.
bleareye, -eyed, -eyedness, -witted.
blindball, eyes, fast, fish, fold, folded, folder, -loaded, stitch, story, weed, worm, -your-eyes.
blockhead, headed, headedness, house, like, ship.
bloodalp, berry, bird, -boltered, curdling, drop, flower, guilty, guiltiness, guiltless, hound, let, letter, letting, ripe, root, shed, shedder, shedding, shot, -shotten, stain, stanch, stick, stone, strange, stroke, suck, sucker, sucking, thirst, thirsty, thirstiness, ulf, -vascular, -warm, weed, wood, worm, wort.
bloodybones, -minded.
blowback, ball, cock, fish, fly, gun, hard, hole, line, -off, -out, pipe, -through(a.), torch, tube, up(n.).
blueback, beard, bell, belled, -bellied, berry, bill, bird, -black(a.), -blackness, blaw, bonnet, book, battle, breast, bush, buttons, cap, coat, cup, -devilage, -devilism, -eye(bird), -eyed, fin, fish, gill, gown, -green, hearts, -hot, jack, jacket, joint, nose, noser, -pencil(v.), pointer, -ribboner, -ribbonist, -sailors, -starry, stocking, stone, throat, tongue, weed, wing, -winged, wood.
blunderbuss, headed.
boatbill, house, load, man, swain, -tail, woman, wright.
boatsman.

bobcat, -cherry, fly, sled, sleigh, stay, tail, tailed, wright, white.
bodyguard.
bogberry, land, sucker, trot, trotter, trotting, wood, wort.
boil-over.
boilersmith.
boldface, faced(a.).
bollworm.
bolthead, rope, strake.
bombproof, shell.
bon-accord, bon, due, fire, mot.
bondholder, maid, man, slave, stone, woman.
bondsman, woman.
bone-ace, ache, binder, dog, -dry, fish, flower, grace, set, setter, setting, shave, shaw, wood, work, wort.
bookbinder, bindery, binding, case, craft, fold, holder, keeper, keeping, land, -learned, lore, maker, making, man, mark, marker, mate, monger, plate, press, rack, seller, selling, shelf, shop, stack, stall, stand, store, wards, ways, wise, work, worm, wright.
bootblack, hose, jack, last, laster, leg, legger, legging, lick, licker, maker, making, -topping, -tree.
borderland.
borough-holder, master, monger, mongering, mongery.
bottlehead, holder, -nest, nose, -nosed.
bowback, -backed, -bell, bent, -dye(v.), fin, grace, head, knot, leg, -legged, line, man, pin, shot, sprit, staff, string, stringed, wood.
boxberry, bush, fish, haul, hauled, hauling, head, keeper, thorn, wood.
brain-fag, pan, sick, sickly, sickness, stone, -tire, tree, wood, worm.
brakeman.
brambleberry.
brand-new, stickle, tail.
brass-smith, -visaged.
brazen-browed, face, faced.
breadfruit, nut, root, -stitch, stuff, winner, winning.
breakaway(n.), ax, back, bone(fever), -circuit, down, -in, neck, -off, -promise, stone, -up, water.
breastband, beam, bone, fast, height, -high(a.), hook, mark, pin, plate, plow, rail, roll, rope, summer, weed, wood, work.
breechblock, cloth, clout, loader, girdle, -loading(a.).
brickbat, field, fielder, kiln, layer, laying, maker, making, -nogged(a.), setter, -timber(tree), wise, work, yard.
bride, **brides**(prefixes); all one word.
bridgeboard, head, man, master, pot, tree, -ward(adv.), water.
bridle-wise.
bristle-pointed, tail, wort.
broadax, bill, -bottomed, brim, -brimmed, cast, cloth, -faced, gauge, -headed, horn, -horned, leaf, -leafed, -leaved(a.), man, -minded(a.), mindedness, mouth, piece, share, sheet, side, -spoken, spread, -spreading, sword, throat, wise.
bromobenzine, borate, gelatin, iodism, mania, picrin.
broncho-pneumonia; the rest one word.
brooklime, side, weed.
brotherhood, -in-law, wort.
browbeat, beater, bound, post.
brownback, stone, ware, wort.

brushman, -tailed, -tongued, wood, work.
buckberry, board, bush, eye, -eyed, horn, hound, jump, jumper, plate, pot, ram, saw, shot, skin, stall, stay, tail, thorn, tooth, wagon, wash, washer, wheat, wheater.
bucks-horn.
bufferhead.
bug (prefix); all one word.
built-up (a.).
bulkhead.
bullbeggar, berry, comber, dog, doze, dozer, faced, feast, fighter, fighting, finch, fincher, fist, foot, frog, head, headed, neck, -necked, nose, nut, pate, -poll, pout, -roarer, -rout, rush, weed, whack, wort.
bullethead, headedness, -proof (a.).
bull's-eye, -eyed, -foot, -head, -heart, -nose.
bumblebee, berry, foot, kite, puppy.
bumboat, wood.
bunch-backed, berry, flower.
bunghole.
bushbeater, fighter, fighting, hammer, -harrow (v.), house, man, ranger, -tailed, whack, whacker, whacking, wood.
bushelman, woman.
businesslike, likeness.
busybody.
butterball, bill, box, bump, bur, cup, -fingered, -fingers, fish, flip, flour, flower, fly, head, jag, -leaves, man, milk, nut, root, scotch, toothed (a.), weed, -wife, worker, wort.
buttonball, bur, bush, hold, holder, hole, holer, hook, mold, weed, wood.
by (prefix), gone, hand, name (v.), past, path, play, road, stander, time, way, word, work; the rest take hyphen.

C

cabman, urn.
cabinetmaker, making, work.
cable-laid (a.), way.
cakehouse, walk, walker.
calfkill, skin.
calf's-foot, -head, -snout (plants).
camel's-foot (flower), -hair (a.).
campfight, master, shed (v.), shedding, sheeting, shooting, shot, shuting, shutting, ward, wards.
cancer-root, weed, wort.
candleball, beam, berry, bomb, fish, holder, light, lighter, lighting, nut, pin, power, rent, shrift, stick, waster, wasting, wick, wood.
candytuft.
canebrake.
cankerberry, eat (v.), fret, -root, weed, worm, wort.
canoewood.
canvasback.
cap-a-pie, case, sheaf, shore, stone.
cargoose, load, lock, man.
cardboard, case.
caretaker, taking, worn.
carnal-minded, -mindedness.
carpetbag, bagger, bagging, monger, way, weed.
carriageway.

carrion-flower.
carrottop, weed.
carryall.
cartload, man, ware, way, whip(v.), wright.
case-bay, -bearer, harden, hardened, hardening, mate, mated, weed, worm.
castaway(n.), -iron(a.), -off(a.,n.), -weld(v.).
castle-builder, -building, -built, -guard, -ward.
catbeam, berry, bird, boat, call, -chop, -eyed, fall, fish, footed, gut, -hammed, harping, -haw, head, -hole, hood, -in-clover, -keys, -locks, mint, -o-nine-tails, piece, pipe, -rigged, skin, step, stick, stitch, -tail, -whistles, -witted, wood, word.
catchall, foy, penny, plate, pole, pool, water, weight, word, work.
cater-cornered, -cousin.
cat's-claw, -ear, -eye, -foot, -grass, -keys, milk, -paw, -tail.
cattlegate, man.
causeway, wayed, waying.
cavalryman.
cave-in.
cedarware.
cellarway.
centerbit, board, -fire(a.), piece, -second(a.).
centro(prefix), -acinar; the rest one word.
cerebro(prefix); all one word.
cesspipe, pit, pool.
chainman, smith, wale, work.
chalkcutter, plate, stone.
chambermaid.
chance-medley.
chapbook, fallen, fallenly, man, woman.
charterhouse.
charwoman.
chatterbag, basket, box.
cheap-jack, -john.
checkbird, hock, man, mate, rein, road, roar, roll, row, rowed, rower, stone, strap, string, weigher, weighman, work.
checkerberry, board, wise, work.
cheesebowl, cake, cloth, lip, monger, paring, wood.
cherry-pie, -wood.
chessboard, man, tree.
chickore, -pea, stone, weed, wheat.
chickenberry, -breasted, -fighters, -hearted, -heartedly, -heartedness, weed, wort.
chief-justiceship.
chiggerweed.
childbearing, bed, birth, crowing, ridden, ward, wife.
chinaware.
chloralamide, imide.
chockablock, -full(a.).
choirmaster, wise.
chokeberry, bore, cherry, strap, weed, wort.
chopboat, -cherry, -chop, fallen, house, -nut, stick.
chowchow.
Christmastide.
chromo(prefix); all one word.
chrono(prefix); all one word.
chucklehead, headed.

church-ale, -bench, -brooms, goer, going, grith, man, -scot, ward, warden, way, woman, yard.
circum (prefix); all one word, unless followed by cap, when use hyphen.
cirrobranchiata, -cumular, -cumulative, -cumulous (a.), -cumulus (n.), -filum, -macula, -nebula, stomatous, -strative, -stratus, -velum.
cis (prefix); all one word, unless followed by cap.
citra (prefix); all one word.
city-commonwealth, -state.
clambake, cracker, shell.
clapboard, dish, mat, net, trap, wort.
class-fellow, man, mate, room.
claybank, weed.
clean-bred, -cut, -fingered, -handed, -handedness, -limbed, -lived, skins, -limbered, -up.
clear-boled, cole, -cut, -eyed, -headed, -headedness, -seeing, -sighted, -sightedness, skins (n.), starch, starcher, story, weed, wing.
cleft-footed, graft.
cliffsman.
clincherbuilt.
clingfish, stone.
clinker-built.
clipper-built.
cloakroom.
clockbird, face, wise, work, worked.
clodhopper, hopping, pate, pated.
close (prefix) fisted; the rest take hyphen.
clotheshorse, line, pin, press.
cloudberry, -built, -burst, -capped, -compeller, -compelling, land, -ring, scape.
cloven-footed, -hoofed.
clove-root.
clover-sick, -sickness.
clubfist, fisted, foot, footed, hand, haul, house, link, man, riser, room, root, -rush, -shaped.
co (prefix) -allied, -ally, -altitude, -creator, -creditor, -curator, -debtor, -directional (a.), -love, -meddle; the rest one word.
coachfellow, man, smith, whip, wood, wright.
coal-black, fish, fitter, goose, hole, mouse, pit, -whipper, -whipping.
coarse-grained, -grainedness.
coast-lining, man, ward, ways, wise.
cobblestone.
cobcab, head, loaf, nut, stone, web, webby, work, worm.
cock-a-doodle-doo, -a-hoop, arouse, bill, boat, brain, chafer, crow, -crower, crowing, eye, eyed, fight, fighting, head, horse, -laird, light, loft, master, match, nate, pit, roach, shot, shy, -sparrowish, spur, -stone, -stride, sure, sureness, tail, -tailed, -throppled, -throwing, up, web, weed.
cockle-bread, bur, shell, -wife.
cockscomb, combed, foot, head.
codbait, fish, fishery, piece, pitchings, ware, worm.
codshead.
coffeehouse, man, pot, room.
cofferdam, work.
cogwheel, wood.

cold-blooded, -bloodedly, -bloodedness, -drawn, -drawing, finch, -hammer(v.), -hammered, -hearted, -heartedly, -heartedness, -roll, -rolled(v.), -short(a.), -shortness, -shot(a.), -shoulder(v.), -shut(a.).
color-blind (a.), man.
combbroach, -brush, -shaped.
come-along, -at-able, -at-ableness, -at-ability, back, down, -off, -outer.
commonplace, weal, wealth, wealth's-man.
companionway.
compass-headed(a.).
coneflower, head, -in-cone, -nose, pate.
contra-arithmetical, -debt; the rest one word.
cookbook, house, maid, room, shop, stove.
cool-headed, -headedness, house(horticulture), weed, wort.
copemate, stone.
copper-belly, -bottomed, -faced, -fastened, head, headism, -nickel, nose, -nosed, plate, smith, tail, ware, wing, worm.
copsewood, wooded.
copyhold(n.), holder, right, rightable, righter.
coral-and-pearl, -bells, berry, -fern, flower, -gem, -rag, -red(a.), root, wort.
cordleaf, wood.
corded-up(a.).
corkscrew, wing, wood.
corkscrew-flower, -plant.
corn-beads, bell, bind, -binks, bole, brash, cob, -cracker, crib, cutter, cutting, dodger, field, floor, flower, land, loft, pipe, root, stalk, starch, stone.
cornerbind, cap, wise.
costermonger.
cottonmouth, seed(a.), tail, weed, wood.
coughroot, weed, wort.
councilman, men.
counter(prefix) -courant, -reformation, -remonstrant, -revolution, revolutionary, -revolutionist, -revolutionize, -roll; the rest one word.
countinghouse, room.
country-base, -dance, man, seat, side, woman.
court-baron, bred, craft, house, leet, man, mantle, -martial, noll, -plaster, ship, yard.
cousin-german.
coverlet, lid, -point, side.
cowbane, bell, berry, bind, bird, blakes, boy, catcher, -crackers, -fat, fish, gait, gate, girl, hage, heart, hearted, heel, herb, herd, hide, -hitch, -hocked, itch, leech, leeching, lick, man, -mumble, pea, pen, -pilot, -plant, pox, -puncher, quake, -rattle, skin, slip, slipped, -tail, tongue, weed, wheat.
coxcomb (a fop), swain.
crabcatcher, -eater, -eating, -faced, hole, sidle(v.), stick, weed, wise, wood, -yaws.
crab's-claw, -eye, -stone.
crackajack, brain, -brained, jaw, -loo, -the-whip(n.).
cracksman.
craftsman, manship, master.
cram-full.
craw-craw, fish.
creamcake, -colored, cups, -faced, -sacs, -slice.

crewelwork.
crookback, backed, bill, neck.
crooked-foot.
crop-ear, -eared, -full, -headed, weed.
cross-armed, band, -banded, bar, beak, beam, -bearer, -bedded, belt, -bench, -benched, -benchedness, -bencher, -bias, -biased, bill (zoology), -bind, bolt, -bond (v.), bones, bow, bowman, bred, breed, -bun, -buttock, -buttocker, -channel, -church, -compound (a.), -country, -crosslet, -curve, cut, cutter, cutting, -examination, -examine, -examiner, -eye, -eyed, -face, -feed, -fertilize, -fertilizable, -fertilization, -filing, -fire (v.), fish, flow, flower, -fox, -garnet, -grained, -grainedness, hackle, hand, -handed, -handled, hatch, hatcher, hatching, haul, head, -headed, -hilted, -interrogate, -interrogation, -interrogatory, jack, -laminated, legs, -legged, -leggedness, -lift, -light, -lighted, line, -locking, -lots, -mate, over, patch, -pawl, -peen, piece, -plow, -point (v.), -pollenize, -pollinate, -pollination, -purpose, -question, -questionable, -reading, -refer, road, row, ruff, -spale, -staff, -stitch, -stone, -stratified, -stratification, tail, tie, -tinning, toes, tree, walk, way, weed, week, wise, wort.
crowbar, bell, berry, flower, foot, footed, keeper, -quill, -silk, -soap, step, stepped, stone, toe.
crow's bill, -foot (n.).
crownbeard, land, piece, -post, work.
crypto (prefix) -double; the rest one word, unless followed by cap, when use hyphen.
cubby-hole, -house, yew.
cuckoo-babies, -bread, bud, -flower, -fool, -maid, -maiden, -mate, -meat, pint, pintle, -shoe, -sour.
cuckoo's-eye, -fool, -maid, -maiden, -mate, -meat, -sandy, -sour.
cumu-cirro-stratus.
cumulo-cirrus, -nimbus, -stratus.
cupbearer, board, flower, -headed (a.), -marker, meal, -rose, seed, stone.
curb-sending, -signaling, stone.
cure-all.
curlyhead, -pate, -pated.
currycomb.
customhouse, -made.
cutaway, -grass, -in, lips, -off, -out, -paper, -tail, throat, -toothed, -under, -up, water, weed, work, worm.

D

dairymaid, man, woman.
dapple-bay, -gray.
dareall, -devil, -deviltry.
dashboard, plate, pot, wheel.
daughter-in-law.
dayberry, book, break, -coal, dawn, dream, dreamer, flower, fly, house, light, lighted, long, man, mare, -peep, shine, spring, -star, tale, taler, tide, time, woman, work, writ.
dead-alive, -and-alive, -alivism, beat (a.) (physics), beat (a.), -born, -bright, -color, -dipped, -dipping, -drunk (a.), -drunkenness, eye, fall, head, -hearted, -heartedly, -heat, -heater, house, latch, light, lock, man, melt, -roasted, -stroke, -tongue (n.), -weight, wood, wort.
deaf-dumb, -dumbness, -mute, -muteness, -mutism.

dearborn, -bought.
deathbed, blow, day, -of-man(n.), -struck, watch.
deathsman.
death's-head.
deckle-edged.
deep-browed, -dyed, -grown, -laid, -mouthed, -piled, -rooted, -rootedness, -sea, -seated, -set, -sinker, -waisted.
deerberry, -foot, -hair, herd, horn, hound, -neck, skin, stalker, stalking, -tongue, weed, wood.
deer's-hair, -milk, -tongue.
delftware.
demi-jour, -relief, -relievo, -tasse; the rest one word.
dessert-spoonful.
devil-devil, -diver, -dodger, fish, -may-care, wood.
devil's-apron, -bit, -bite, -bones, -candlestick, -claw, -club, -coachhorse, -coachwheel, -currycomb, -ear, -eye, -fingers, -garter, -grandmother, -grip, -guts, -hair, -hand, -horn, -milk, -paintbrush, -pitchforks, -plague, -root, -shoestrings, -snuff-box, -stinkpot, -tether, -tongue, -trumpet, -walking-stick.
dew-beater, berry, claw, cup, drop, fall, lap, lapped, rot, worm.
diamond-back, -backed, -point(a.), -shaped.
dicebox, play.
die-away(a.), -back, -hard, sinker, sinking, -square, stock.
dike-hopper, -louper, reeve.
dillydally, dallier.
dim-sighted, -sightedness.
diner-out.
dingdong, -dong(adv.).
dingle-bird, dangle.
direct-acting, -action, -connected, -coupled.
dirt-cheap.
dishcloth, -faced, -mustard, rag, washer, water.
ditty-bag, -box.
do-all, -little, -naught, -nothing, -nothingism, -nothingness.
dock-walloper, yard.
doe-bird, skin.
dogbane, -banner, berry, -blow, bolt, bur, cart, -cheap, -day(a.), -draw, -ear, -eared, -faced, fall, fish, -fisher, -gone, -goned, -headed(a.), -hearted, hole, -leg, -legged, mouth, -rose, shore, skin, sleep, stone, -tail(a.), tie, -toes, tooth(a.), trick, trot, vane, watch, -weary, whipper, wood.
dollarfish.
doomsbook, day, man.
doorbell, brand, case, cheek, frame, keeper, mat, nail, plate, post, sill, step, stone, stop, way, weed, yard.
doubleganger, tree; the rest take hyphen, except double entente.
dough-baked, -bird, boy, face, -faced, faceism, nut.
dove-colored, cot, cote, -dock, -eyed, house, tail, tailed, tailer.
dove's-foot.
downbeard, cast, castly, castness, come, comer, -draw, -drug, -east, -easter, fall, fallen, falling, flow, haul, hearted, heartedly, heartedness, hill, land, -lie, money, most, pour, right, rightly, rightness, rush, set, share, shoot, side, sitting, stairs, stream, take, throw, thrown, trod, trodden, ward, wardly, wardness, way, weed, weigh.
draftboard.
draftsman.
dragbar, bolt, hound, man, net, rope, -saw, staff.

dragonhead, wort.
dragon's-claw, -mouth, -skin, -tongue, -wort.
drainpipe, tile.
dramseller, shop.
draw-arch, arm, back, bar, bays, beam, bench, bolt, bore, boy, bridge, cut, dock, file, -filing, gate, gear, gloves, head, horse, knife, knot, link, loom, net, plate, rod, shave, sheet, spring, stop, tongs, tube, -water, -well(n.).
drawing-room.
drayman.
dread-bolted, naught.
dreamland, world.
dredgeman.
dressmaker, makership, makery, making.
driftbolt, piece, pin, way, weed, wind, wood.
drillmaster, stock.
driveboat, bolt, cap, head, pipe, screw, way, well, wheel.
dropberry, -flower, -flue, -forge(v.), head, -kick, -kicker, -light, -out, seed, worm, wort.
drumbeat, fish, head, skin, stick, wood.
dry-as-dust(a.), -beat, -boned, -bones(a.), -clean, -cleanse, -cure, -dock(v.), -eyed, -grind, -grinder, nurse(v.), -paved, -paving, -rot, -rub, -salt(v.), salter, saltery, -shave, -shod, -stone.
duckbill, -billed, -footed, -legged, meat, stone, weed, wing.
duebill.
dugout, way.
dullhead; adjectives take hyphen.
dumb-bell, -waiter.
dunderhead, headed, pate.
dungfork, heap, hill, hilly, meer.
dustbin, brush, -devil, man, pan, plate.
Dutchman's-breeches, -pipe(plants).
dyehouse, -leaves, stone, stuff, ware, weed, wood.
dynamo(prefix) -electric,* -electrical.

E

eagle-eyed, -sighted, stone, -winged, wood.
earache, bob, -brisk, cap, cockle, drop, drum, lap, -leaved, lock, mark, -minded, -mindedness, pick, pierce, piercer, reach, ring, screw, shot, sore, -splitting, tab, wax, wig, wiggy (a.), wigginess(n.), witness, wort.
earthbag, -ball, bank, board, born, -bound, bred, -club, drake, fall, fast, light, nut, pea, quake, shock, star, tongue, wolf, work, worm.
earthen-hearted, ware.
earthly-minded, -mindedness, -wise.
Eastertide.
eastbound (also northbound, southbound, westbound), -insular, -windy.
easy-chair, -going.
eavesdrop, dropper, dropping.
edgebone, stone, shot, ways, weed, wise.
eel-back, buck, fare, fish, grass, mother, pot, pout, skin, spear, ware, worm.
egg-apple, -bound, eater, -eating(a.), nog, -peg, plant, -shaped, shell, wife.
egotheism.

eightfoil, fold, score, -square.
elbowboard, chair, room.
elderberry, hood, man, woman, wort.
electro-analysis, -engrave, -engraving, -etching; the rest one word, except electro galvanized.
elephant's-ear, -foot, -head (plants).
eleuthero (prefix); all one word.
elsewhere, whither, wise.
embryologic, logical, logically, plastic.
end-all, game, -grain (a.), long, most, -organ, -stopped, -stopping, ways, wise.
engineman, -sized, -turned, -turner, -type (a.).
entryman, way.
erelong, now, while.
erstwhile.
evenclose, down, fall, glome, hand, -handed, minded, song, tide.
evening-snow, -song.
everblooming, during, glade, green, lasting, lastingly, lastingness, living, more.
everybody, day (a.), how, one (pronoun), thing, when, whence, where, whither.
evildoer, -eyed, -favored, -minded, -mindedness, -starred.
eweganged, necked.
ex (prefix) (for former condition or office held); all take hyphen.
ex officio.
ex-official, -voto.
expressman.
extra (prefix) -alimentary, -analogical, -articular, -atmospheric, -axillar, -axillary, -embryonic, -enteric, -inductive, -intellectual, -ocular, -official, -red, -uterine; the rest one word.
eyeball, balm, bar, beam, bolt, bridled (a.), bright, brow, cup, drop, flap, glance, glass, hole, lash, lens, less, lid, marked, -minded, -mindedness, piece, pit, point, reach, root, seed, servant, server, service, shot, sight, sore, -splice, spot, -spotted, stalk, stone, strain, string, tooth, waiter, wash, water, wink, winker, witness, wort.

F

face-arbor, -bedded, -harden, plate, wise, work.
facsimile.
fag-end.
faint-heart, -hearted, -heartedly, -heartedness, -run.
fair-days (n.), -faced, -grass, ground, -haired, -lead, -leader, -leading, -minded, -mindedness, -natured, -spoken, way, -weather (a.).
fairyhood, land, like.
fallage, -back, -down, fish, -trap, way.
false-heartedness; adjectives take hyphen.
fan-crested, dangle, fare, fish, flower, foot, light, -berved, tail, -tailed, -tan, -veined, -work, wort.
fancy-free, -loose, -man, -sick, -woman, work.
far-away, -come, -fetched, -forth, -gone, -off, -reaching, seeing, -sight, sighted, sightedly, sightedness.
farmhold, house, stead, steading, yard.
fashion-monger, -monging.
fasthold, land.

fatback, bird, -brained, -faced, head, -headed, -headedness, -lean, -witted, wood.
father-in-law, land, -lasher.
faultfinder, finding.
fawn-colored.
fearnaught.
featherbird, bone, brain, brained, edge, edged, few, foil, -footed, head, -headed, -heeled, man, pated, -staff, stitch, tongue(v.), top, -veined, -weed, weight, -weighted, wing, work, worker.
feeble-minded, -mindedly, -mindedness.
fellowcraft, feel, ship.
felo-de-se.
fernbird, brake, gale, leaf, shaw, wort.
ferro(prefix); all one word.
ferryboat, -flat, house, man, -master.
fetterbush, lock.
feverbush, few, root, -trap, twig, weed.
fiber-faced.
fibrous-rooted.
fiddle-back, deedee, -faced, -faddle, -faddler, -shaped, stick, string, wood.
field-cornet, fare, piece, work(military).
fighting-cock.
figure-four(trap), head, headless, headship.
figworm, wort.
finback, fish, foot, -footed, scale, -spined, -toed.
fine-ax, -bore, draw, drawn, -headed, spun, -still(n.), still(v.), stiller, top.
finger-berry, breadth, smith, stone.
firearm, armed, back, ball, bird, board, bolt, bolted, bote, boot, brand, brat, break, coat, -crack(v.), cracker, crest, dog, drake, dragon, -eyed, fang, -fanged, fish, flame, flaught, flirt, fly, guard, -hot, -hunt, -leaves, light, lock, man, master, -new, place, proof, proofing, -raiser, -raising, room, side, stone, tail, -tailed, top, warden, weed, wood, work, worm.
first-born(a.), -class(a.), -foot, -hand, ship, -rate, -rater.
fishback, -bellied, bolt, bone, -culturist, eye, -fag, garth, gig, hook, -joint(v.), line, man, monger, mouth, plate, pond, pool, pound, skin, tail, way, weir, wife, woman, wood, works, worker, worm.
five-corners(plant), -finger, fold, -leaf, leaved, -lined, pence, penny, score, -shooter, -sisters(plant), some, -twenty.
flagman, pole, root, ship, staff, stone, worm.
flame-colored, flower, -of-the-woods.
flannel-leaf, mouth.
flapdragon, -eared, jack, -mouthed.
flareback, -out, -up.
flashboard, -light(a.), monger, pan.
flatboat, bottom(n.), -bottomed, cap, -compounded, fish, -footed, -footedly, -footedness, head(a.), -headed, iron, land, man, -minded, -nosed, -top, ware, ways, wise, weed, woods, worm.
flaxbush, -polled, seed, -star, tail, weed, wort.
fleabane, bite, bitten, -dock, lugged, seed, weed, wood, wort.
fleet-foot, -footed.
flesh-colored, -fallen, hook, pot.
flimflam, flammer.

flint-hearted, lock, ware, wood.
flip-flap, -flop, jack.
floatboard, -feed(a.), man, stone.
flockman, master, owner, wise.
floodcock, gate, mark.
floorcloth, head, walker, wise.
flower-de-luce, pot.
fluework.
fluid-compressed(a.).
flukewor, wort.
fluor(prefix); all one word.
flushboard.
flute-douce, like, mouth, work.
flyaway(a.), back, bane, -bitten, blow(n.), blown, boat, boy, -by-night, catcher, -catching, eater, fish, -fisher, -fisherman, flap, flapper, leaf, man, speck, tail, trap, -up-the-creek, wheel, wort.
foambow, flower.
fogbow, dog, eater, fruit, horn, -logged, man.
folkfree, land, lore, moot, mote, right.
foodstuffs.
foolfish, hardihood, hardiness, hardy, proof, ship.
foolscap.
football, baller, ballist, board, boy, breadth, bridge, cloth, -drop, fall, fight, gang, hanger, gear, halt, hill, hold, -length, licker, lights, lining, lock, -loose, man, mark, note, pace, pad, path, pick, plate, -pound, -pound-second, -side, sore, stalk, stall, step, stick, stock, stone, stool, -sugar, wall, walk, way, wear, work, worm, worn.
forasmuch, ever, sooth, spend, swear.
fore(prefix) -adapt, -and-aft, -and-after, -announce, -answer, -being, -bemoan, -bespeak, -bless, board, -bowels, -bowline, -conclude, -elder, -fit, -girth, -glide, -gut, -horse, -imagine, -instruct, -intend, -misgiving, -sheet, -tenant, -tooth, -topgallant, -topmast, -topsail, -word; the rest one word, except the following which are two words: bay, bow, cabin, caddie, companion, eccentric, edge, end, part, pillow, plane, quarter, sight(of a gun).
forget-me-not.
forkbeard, head, tail, -tailed.
forth(prefix); all one word.
fortune-hunting, -telling(a.).
foul-mouthed, -spoken.
fountainhead.
four-ball, -cant, -centered, -colored, -cornered, -cycle, -dimensional, -eyed, -eyes, fold, -foot, -footed, -hand, -handed, -hander, -horned, -horse, -horsed, -in-hand, -legged, -masted, -oared, -o'clock, -part, pence, penny, -post, -posted, -poster, pounder, score, some, square, -strand, -stranded, -toes, -tooth, -way, -went, -wheel, -wheeled, -wheeler.
fowlfoot.
foxbane, berry, feet, finger, fish, -furred, glove, hound, hunt(v.), -hunting, like, ship, tail, tailed, tongue, wood.
framework.
frank-chase, -fee, -ferm, -hearted, -heartedness, incense, incensed, marriage, pledge, -tenant, -tenement, -tenure.

freeboard, boot(v.), booter, booting, -born, -for-all, -hand, -handed, -hearted, -heartedly, -heartedness, hold, holder, holding, -lance, -living, -loving, man, martin, mason, masonic, masonry, -milling, -minded, -quarter, -quarterer, -soil, -soiler, spoken, stone, -swimming, -swimmer, -tailed, thinker, thinking, -tongued, -trading, wheel, wheeler, will(a.), -willed, -willer, woman.
freedman, woman.
freshman, woman, -water(a.).
fretwork.
frogbit, -eye, fish, foot, hopper, land, leaf, mouth, stool.
frontiersman.
frostbird, bite, -blite, bow, fish, flower, itch, -nail(v.), root, weed, work.
froufrou.
fruitstalk.
fugleman.
full; adjectives and adverbs take the hyphen.
fundholder, monger, mongering.
furrow-faced.

G

gableboard.
gadabout, bee, bush, fly, man, wall.
gaff-topsail.
gag-check(v.), -reined, root.
gainsay, sayer, twist.
gallbush, flower, fly, nut, stone, weed, -wind, wort.
galley-bird, man, -west, worm.
galvano(prefix); all one word.
gameball, cast, cock, keeper.
gangboard, gang, master, plank, tide, way.
gape-gaze, seed, worm.
garbill, board, fish.
gas-fired, light, lighting, lighter, man, -tight(a.).
gastro(prefix); all one word.
gatehouse, keeper, man, post, ward, way, wise.
gelatino-bromide, -chloride.
gentlehood, folk, -hearted, man, woman.
get-at-able, -away, -off, -up
giddyberry, -head, -headed, -paced.
gill-flirt, -flirting, -hooter, house, -netter, -overground, -run.
gilt-edge, edged, head, tail.
gimcrack, crackery.
gimleteyed(a.).
ginger-beery(a.), bread, leaf, nut, root, snap, -work, wort,
ginhouse, shop, -spinner.
give-and-take, -away.
glass-faced, -glazed, house, maker, man, -paper(v.), -rope, ware, weed, work, worker, worm, wort.
gleeman, maiden, woman.
globefish, flower, -trotter, -trotting.
glowfly, lamp, worm.
gluepot.
go-ahead, -as-you-please, bang, bar, -between, -by, cart, -devil, down, -off.

goatbeard, bush, drunk, fish, herd, -kneed, -pepper, root, skin, stone, sucker, weed.
goatsbane, beard, eye, foot.
goat's-hair, -head, -horn, -leaf, -rue, -thorn, -wheat.
godchild, daughter, father, head, mother, parent, send, wit.
God-fearing, -man, speed, ward(a.).
goggle-eye, -eyed.
goldbeater, beating, -bloom, -brick(v.), bug, -chain, cran, crest, -cup, -filled, finch, finny, fish, -hammer, -laced, -of-pleasure, seed, -shrub, smith, smithery, spink, stone, thread, tit, weed, work, worker.
golden-banded, -crested, -crowned, -eye, -eyed, hair, head, knop, locks, -mouthed, pert, rod, seal, -spoon, wing, winged.
good-by, -fellowship, -humored, -humoredly, -looking, man, -natured, -naturedly, -tempered, wife.
goody-good, -goody, -goodyism.
goose-beak, berry, bill, fish, fleshy, foot, herd, house, neck, necked(a.), -rumped, weed, wheat, wing, winged.
gospel-like(adv.), -true.
grab-all, hook.
grain-burnt, -cut, field.
grandaunt, child, daughter, dad, daddy, -ducal, father, fatherly, ma, mamma, mother, motherly, nephew, niece, pa, papa, parent, sire, son, uncle.
grapeflower, root, shot, stone, vine, wort.
grapho(prefix); all one word.
grasschat, cut, cutter, flower, -green, -grown, hopper, land, man, nut, plat, work, worker.
graveclothes, digger, stone, yard.
gravel-blind, root, stone, weed.
grayback, beard, coat, fish, fly, head, pate, stone, wacke, wether.
greasebush, fish, horn, wood.
great-aunt, -bellied, -circle(a.), coat, -eyed, finch, fish(n.), gage, gill, grocer, grocery, head, heart, hide, horn, house, room, -salted, sand, sauce(plant), shank, sick(a.), sickness, side, stick, stone, sward, tail, -tail(a.), weed, wing, -winged(a.), withe, wood, wort.
griddlecake.
gridiron.
grillroom.
grindstone.
gripman, sack.
gristmill.
grogshop.
groomsman.
grosbeak, grain.
gross-headed.
groundberry, down, -fast, man, mass, needle, nut, sel, sluice(v.), ward, work.
grown-up.
grubstake, worm.
guardfish, house, rail, room, stone.
guardsman.
guess-warp, work.
guideboard, book, craft, post, way.
guildhall.
gulfweed.

gull-catcher.
gullyhole, -raker.
gumboil, digger, digging, drop, resinous, wood.
gunboat, bright, cotton, fire, flint, lock, maker, making, man, paper, powder, powdery, reach, shot, -shy, shyness, smith, smithery, smithing, stick, stock, stocker, wale.
gutta-percha.
gutweed, worm, wort.
gutter-blood, snipe, tree.
gypsyweed, wort.

H

hackbarrow, berry, man, thorn.
hackneyman.
hagberry, boat, bolt, born, bush, fish, ride, seed, weed, -wood.
ha-ha.
hailstone, storm.
hairbird, brained, -bramble, -branch (tree), breadth, brush, cap (moss), cloth, -cup (flower), -drawn, dress, dresser, dressing, pin, splitter, splitting, spring, streak, tail, trigger (flower), weed, worm.
hairy-foot (plant).
half-and-half, -baked, beak, -beam, -bent, -blooded, -boot, -bound, -bred, -breed, -caste, cock (v.), -consonant, -cracked, -decked, -decker, -faced, -hardy, -headed, -hearted, -heartedly, -heartedness, -hourly, -inferior, -length, -lop, man, -mast, -moon, pace, paced, penny, pennyworth, -port, -rater, -round (a.), -saved, -seas (a.), -shade, -shrub, -sole (v.), -solid (a.), staff, -strained, strong (phonetics), -sword, -terete, -timbered, -time (a.), -timer, -tone (a.), -tongue, -turn (a.), -volley (v.), way, wit, -witted, -world, -yearly.
halibay, -mark (v.), moot, way.
halterbreak (v.).
hamfatter, shackle, string.
hammerbird, cloth, -dress (v.), hard (a.), -harden, -head, -headed, man, -refined, smith, stone, toe, wort, -wrought.
handball, barrow, bill, blow, book, bow, breadth, -broad, cart, clap, clasp, cloth, craft, cuff, -culverin, fast, fasting, fish, -fives, ful, grip, gripping, gun, -hoe (v.), hoer, hold, hole, kerchief, laid, -line (v.), -liner, made, maid, maiden, me-down, -organist, -out, -pollinate (v.), post (n.), rail, railing, sale, saw, seller, shake, shaking, spike, spoke, spring, stroke, -sweep, -taut, -tight, -tooled, -tooling, waled, warp, wheel, work, workman, -worked, write (v.), writing, -wrought.
handlebar.
hangbird, -choice, dog, fire, man, nail, nest, worm, worthy (a.).
hanger-on.
happy-go-lucky.
hara-kiri.
hardback, bake, beam, -bitted, -bolted, -bound, -curved, -drawn, -favored, -favoredness, -featured, -featuredness, -fed, fern, -fisted, -fistedness, -grained, hack, -handed, -handedness, head, -headedness, -hearted, -heartedly, -heartedness, -mouthed, pan, -set, -shell, -shelled, ship, -spun, -tack, tail, -upness, -visaged, ware, weed, wood, -wooded.
hardwareman.

harebell, brain, brained, brainedly, brainedness, -eyed, foot, -hearted, hound, lip, lipped, -mad, nut.
hare's-bane, -beard, -ear, -foot, -meat, -tail(plants).
hartshorn.
hart's-tongue(n.), -ear
harum-scarum.
harvestman.
hatband, box, pin, rack, rail, -shag, stand, -tree.
hatch-boat, way.
haulabout, back.
haver-corn, grass, meal, sack.
hawkberry, bill, -billed, bit, -eyed, -nose, -nosed, nut, shaw, weed.
hawk's-beard, -bill(n.).
hawser-laid.
hay-band, bird, bote, cock, crome, field, fork, loft, maker, making, mow, rack, rake, rick, -scented, seed, stack, ward.
hazelnut, wort.
headache, -aching, achy, band, bander, -bay, block, board, borough, cap, chair, cheese, chute, cloth, cracker, dress, -drop, fish, frame, gear, -hunter, -hunting, kerchief, land, ledge, light, line, long, man, mark, mold, most, note, -on, piece, plate, post, quarters, race, rail, reach, rent, rest, right, ring, room, rope, sail, shake, ship, sill, skin, spring, stall, stick, stock, stone, strong, strongly, strongness, tire, ward, water, way, wear, word, work.
headsman.
heal-all.
hearsay.
heartache, beat, bird, break, breaking, broken, brokeness, burn, burning, dear, deep, -easing, -eating, felt, -free, grief, -heavy, -heaviness, leaf, -leaved(a.), pea, quake, -rending, robbing, -scald, seed, -shaped, sick, -sickening, sickness, some, sore, -stirring, stricken, strike(v.), string, struck, -swelling, water, ward, weed, -whole, -wholeness, wise, wood, wort, -wounded(a.).
hearthrug, stone, ward, warming(n.).
heartsease.
heaven(prefix); adjectives take hyphen.
heavyback, head(a.); weight; adjectives take hyphen.
hedgeberry, born, bote, hog, pig, row.
heel-and-toe, ball, -cap(v.), path, piece, plate, post, ring, strap, tap, tool, tree.
heigh-ho.
hellbender, bind, born, box, bred, -brewed, broth, -cat, -diver, dog, -fire, hag, -haunted, hound, kite, raker, root, ward, weed.
helmsman.
helpmate, meet.
helter-skelter.
hempseed, string, weed, wort.
hemstitch, stitched.
henbane, bill, bit, coop, cote, -driver, -feathered, fish, -hearted, house, hussy, peck, roost, wife.
henceforth, forward.
henchboy, man.
herb-bane.
herdbook, boy, wick.

herdsman, woman.
hereabout, after, at, by, from, in, inafter, inbefore, into, of, on, to, tofore, under, unto, upon, with.
herringbone, -kale.
hetero-albumose, -infection, -inoculable, -inoculation; the rest one word.
heyday.
hidden-veined.
hideaway, bind, bound.
high (prefix) ball, binder, born, boy, faluting, flyer, flying, -holder -hoe, land, lander, -low, -mindedly, -mindedness, -muck-a-muck, road, -spiritedness, -stepper, way, wayman; the rest take hyphen.
hillberry, bird, man, side, top, woman, wort.
hindberry, -brain, -gut, most, sight.
hippo (prefix); all one word.
hit-and-miss (a.), -or-miss (a.).
hoarfrost, stone.
hobbyhorse.
hob-and-nob, goblin, nail, nailed, nob.
hocus-pocus.
hodgepodge.
hoecake, down.
hogback, -backed, -bed, -bite, -brace, -bull, chain, choker, -colt, fish, -frame, -maned, -mouthed, -nose, nose (snake), nut, pen, score, skin, sty, wash, weed, wort.
hog's-back, -bane, -bean, -bread, -fennel, -garlic, -grass, madder, -meat.
hogshead.
hoity-toity.
holdall, back, fast, out, up.
holder-forth, -up.
hollow-hearted, -heartedness, -horned.
hollyhock.
holus-bolus.
holyday, stone, tide.
home-born, -bound, -bred, -brew, -brewed, come, -coming, -driven, -felt, -keeper, -keeping, land, likeness, made, sick, sickness, spun, stead, steader, ward, wort.
homo (prefix); all one word, except homo mensura.
honeyballs, bee, berry, comb, -combing, dew, dewed, drop, -lipped, moon, -mouthed, pod, -pot, -stalks, suckle, suckled, sweet, -tongued, ware (plant), wood, wort.
hoodcap, wink, wort.
hoofbound, print, rot.
hook-billed, -nosed, -weed, worm.
hop-about, bine, scotch, -toad, vine (n.), vine (a.), yard.
hornbeak, beam, bill, blende, block, blower, book, -eyed, fish, -mad, -madness, -pie, pipe, plant, stay, stone, swoggle, tail, tip, work, worm, wort.
horny-handed, head.
horror-stricken.
horseback, bane, -chestnut, -eye, fight, fish, flesh, flower, fly, foot, -guardsman, hair, haired, head (fish), herd, hide, hoof (plant), jockey, laugh, laugher, laughter, leech, load, man, manship, mint, play, -pipe, pond, power, pox, -racing (a.), -radish, rake, shoe, shoer, tail, way, weed, whip, whipper, woman, womanship, wood.

hotbed, -blooded, -brain, -brained, -drawn, foot, -head, -headed, -hoof, house, -press, -presser, -roll, -short, -shortness, -shot, -spirited, spur, spurred, -tempered.
hound's-tongue (weed).
hourglass.
houseball, -boat (v.), bote, bound, break (v.), breaker, breaking, builder, carl, father, ful, -headship, heating, hold, holder, holding, keep (v.), keeper, keeping, leek, line, maid, master, mate, mating, mother, ridden, room, smith, top, warm (v.), warming, wife, work, wright.
howbeit, -do-you-do (n.), ever, soever.
huckleback, backed, berry.
humanhood, kind.
humpback backed, -shouldered.
humpty-dumpty (a.).
hunchback, backed.
hundredfold, -pounder (military), weight.
hunger-bit.
huntsman, woman.
huntsman's-cup, -horn (plants).
hurdy-gurdy.
hurly-burly.
hurricane-decked.
husbandman.
hydra-tainted.
hydro (prefix) -economics, -extract, -extractor; the rest one word.
hyper (prefix); all one word, unless followed by cap, when use hyphen.
hypo-ellipsoid, -iodites, -iodous, -isotonic; the rest one word.

I

iceberg, blink, -bone, bound, -brook, -cold, craft, fall, -fern, fish, -flower, -free, land, man, quake, work.
ill-advisedly, -affectedness, -favoredly, -humoredly, manneredly, -mindedness, -naturedly, -naturedness, -temperedly, -temperedness, treat, -willer, -wish (v.), -wisher; adjectives take hyphen.
in-and-in, -and-out, -clearer, -clearing, -going; the rest one word.
incense-breathing.
inchmeal, pin, worm.
india-rubber (a.).
infantryman.
infra (prefix) -auricular, -axillary, -esophageal, -red; the rest one word.
inglenook.
inkberry, fish, holder, horn, pot, root, stand, stone, well, wood, writer.
innholder, keeper, yard.
intra-abdominal, -acinous, -alveolar, -arterial, -articular, -ecclesiastical, -epithelial, -imperial, -vitam; the rest one word, except intra vires.

ironbark, -bound, -cased, -casing, clad, -fisted, -gray, -handed, -hard, -headed, -hearted, man, master, -mold(v.), monger, mongering, -shod, -shot, -sick, side(n.), -sided(a.), smith, stone, ware, weed, wood, work, -worked, worker, working, wort.
ivorybill, -billed(a.), type, -white, wood.
ivybells, berry, -leaved, wood, wort.

J

jack-a-dandy, -among-the-maids, ass, -at-a-pinch, -at-the-head, bird, -booted, -by-the-hedge, daw, fish, fishing, -go-to-bed-at-noon, -head, -in-a-box, -in-office, -in-the-basket, -in-the-box, -in-the-bush, -in-the-green, -in-the-hedge, -in-the-pulpit, -in-the-water, -in-trousers, -jump-about, knife, leg, -light(v.), -of-all-trades, -o'-lantern, -of-the-buttery, -plant(v.), pudding, saw, screw, shaft, shay, slave, snipe, stay, stone, straw, -tar, wood, -yarder.
jailbird.
jarfly, nut, -owl.
jawbone, breaker, fall, fallen, fish, foot, footed, -locked, smith.
jayhawk, hawker, -pie, wood.
jellyfish, leaf.
jet-black.
jewbush, fish, stone.
jewelhouse, weed.
jew's-ear, -harp, -stone.
jig-saw.
jimbang, crack, -crow(mach.) sedge.
jobman, master, mistress, monger, smith.
johnnycake, -cranes.
joint-awned, -bedded, weed, worm.
jolly-boat, head, tail.
journeyman, woman, work.
judge-made.
junkman.
juryman, -rigged, woman.
juxta(prefix) -ampullary, -tropical; the rest one word.

K

kangaroo's-foot(plant).
keelbill, bird, -bully, fat, haul, hauled, -line, man, rake, rope, vat.
keepsake, worthy(a.).
kelpfish, ware, wort.
kettlecase, dock, drum, drummer, pins.
keyboard, -cold(a.), cold(n.), hole, note, -seat(a.), seater, stone, -stop, -stringed, way.
kick-ball, -off, -out, -up.
kid-glove, -gloved.
kidney-root, -shaped, wort.
kill-cow, crop, deer, -devil, -joy, -pot.
kiln-dry(v.), eye, hole, rib, stick, tree.
kind-hearted, -heartedness.
king-at-arms, bird, bolt, craft, cup, fish, fisher, -head, maker, -of-arms, -pin, -post, -rod, wood.
king's(prefix for tree and plants); all take hyphen.

kinsfolk, man, people, woman.
kirkman, yard.
kitchen-garten, -maid.
knappan, sack, sacked, sacking, weed.
knee-breeched, brush, cap, -cooking, -deep, halter(v.), -high, -jointed, pan, piece, -sprung, stone, -tied.
knife-bayonet, board, -edge, -edged, -handle, plaited(a.), smith.
knight-errant, -errantry, fish, head.
knight's(prefix for plants); all take hyphen.
knitwork.
knobstick, -root, weed, wood.
knockabout, away, down, -knee, -kneed, -off, -out, stone, up.
know-all, -nothing, -nothingness.
knucklebone, -deep, -duster, -joint(v.), -kneed.
kohl-rabi.
Ku-Klux.

L

labor-saving.
lacebark, leaf, man, pod, wing, -winged, woman, wood, work.
lackall, brain, land, luster, lustrous.
ladder-backed, way.
ladybird, bug, clock, fish, -killer, -killing, like, love.
lady's(prefix for botanical names); all take hyphen.
lakeland, side, weed.
lambale, kill, kin, like, -pie, skin.
lamb's(prefix for botanical names); all take hyphen.
lampblack, fly, light, lighter, -lit, -post.
lance-leaved(a.), man, pod, wood.
land-book, -bred, -cast, -end, fall, flood, folk, -grabber, -grabbing, grave, gravine, holder, holding, -horse, lady, lock, locked, looker, lord, louper, louping(a.), lubber, man, mark, owner, owning, -poor, reeve, right, -sale(a.), scape, slide, slip, storm, ward, -wash, wreck.
lantern-jawed, man.
lapboard, -butted, -jointed(a.), -lap, stone, streak, streaked, streaker, -weld(v.), welded, wing, work.
large-acred, -eyed, -handed, -headedness, -hearted, -heartedness, -minded, -mindedness, -mouthed.
lark-colored, -heel, -heeled(a.), spur.
lasslorn.
latchkey, string.
lathe-bore(v.), reeve.
lathwork.
latter-day, most.
lattice-leaf(n.), work.
laughingstock.
laundryman.
law-abiding, breaker, breaking, giver, giving, -hand, maker, making, man, monger, suit, -worthy.
lawyerlike.
lay-by(n.), -down(a.), man, out, -over, stall, woman.
lazyback, -bed, bones, boots.
lead-off.
leafcup, -red, stalk, work; adjectives take hyphen.
lean-face(a.), -faced(a.), -to, -witted.
leasehold, holder, holding.

leatherback, bark, board, bush, coat, -ear, fosh, head, -headed, jacket, leaf, neck, side, stocking, ware, wing, -winged, wood.
leave-taking.
leeangle, board, -bow, ward, way.
left-eye, -footed, -footedness, -hand(a.), -handed, -handedness, -hander, most, -off, ward.
lemon-scented, weed, wood.
let-alone(a.), -off, -up.
letter-bound, head, -high, leaf, -learned, -learning, -perfect, press, -winged(a.), -wood.
levelman; adjectives take hyphen.
lifeblood, boat, cord, -giver, -giving, hold, holder, like, long, mate, rent, renter, -safe(n.), -saver, -saving, -size, spring, string, -tide, time, -weary.
light-armed, boat, -fingered, -foot, -footed, -handed, -handedness, head, -headed, -headedness, -hearted, -heartedness, -heeled, -horseman, house, houseman, -limbed, -minded, -mindedness, -o'-love, room, ship, -struck, -tight, weight, winged, -witted, wood.
lignum-vitæ.
like-minded, -mindedness.
lily-handed, livered, -white, wort.
lime-ash, -bush, -juicer, kiln, light, rock, stone, wash, water.
linchbolt, pin, pinned.
lineameter, man, -out, -riding, -up, work.
line-of-battle ship.
lionfish, -heart, -hearted, -heartedness, like, -tailed.
lion's(prefix for botanical names); all take hyphen.
litho(prefix); all one word.
live-forever, long.
liverberry, wort; adjectives take hyphen.
liveryman.
loadstar, stone.
loanmonger.
lobcock, fig, -grass, scouse, scouser, sided, tail(v.), worm.
lockchest, -down(n.), fast, jaw, man, out, smith, spit, up, work.
loco; all one word, except loco weed.
lodestar, stone, stuff.
loft-dried.
loftsman.
loganberry.
logcock, fish, head, headed, man, roll, roller, rolling, way, wood, work.
loggerhead.
longbeak, beard, bill, boat, -distance(a.), ear, fin, hand, head, -headedness, horn, jaw, legs, -lining, -livedness, neck, nose, -off, -on, pod, shanks, shore, shoreman, shucks, -sightedness, some, someness, somely(adv.), spun, spur, -stop, -suffering, sufferance, -tackle, tail, -tongue, wall, way, ways, windedly, -windedness, wise, wool, work, wort; adjectives take hyphen.
lookdown, -in, out.
looker-on.
looking-glass.
loophole, holed, light, work.
loose-bodied, -jointed, strife, -tongued.
lop-ear, -eared, seed, sided.

loud-mouthed, -voiced.
love-entangle, flower, lace, lock, lorn, -maker, -making, mate, sick, sickness, some, worthy.
loving-kindness.
lowborn, bred, -browed, -down, -downer, land, lander, -lived, -minded, -mindedness, -necked, -pressure, -spirited, -studded, -thoughted, -wood.
lower-case (a., v.), mast (n.), most.
lugmark, sail, worm.
lukewarm (a.), warmness.
lumberjack, man, some, yard.
lying-in.
lynx-eyed.

M

machine-made, man.
macro (prefix) -axis, -chemistry; the rest one word.
mad-apple, brain, -brained, cap, -doctor, -dog, -headed, house, man, stone, weed, woman, wort.
made-up (a.).
magneto (prefix) -bell, -dynamo, -electric, -electrical, -electricity, -generator, -instrument, -machine, -optic, -optical, -optics (n.), -phonograph, -pointer, -printer, -telegraph, -telephone, -transmitter; the rest one word.
maidservant.
maidenhair, head, hood, weed.
mail-cheeked, clad, man, -shell.
main-gauche, -hamper, land, lander, mast, past, pin, prise, sail, sheet, spring, stay, top, topman.
major-domo, -generalcy, -generalship.
makebate, -belief, -believe, fast, -game, -peace, -ready, shift, -up, weight.
making-up.
maltman, worm.
mammato-cumulus.
manbot, bote, -eater, -eating (a.), -god, handle, -hater, hole, -hunting (a.), -killer, -of-war, root, rope, servant, slaughter, slayer, slaying, stealer, stealing, stopping (a.), trap, way, weed.
mangel-wurzel.
mantelboard, piece, shelf, tree.
manyberry, fold, plies, root, where; the rest take hyphen.
maple-leaved.
marblehead, wood, work; the rest take hyphen.
Marcelwave.
mare's-nest, -tail.
marker-off.
marksman, manship, woman.
marlinspike.
marshbunker, -fire, fish, flower, land, man, wort.
master-at-arms, -key (v.), piece, work, wort.
masthead, house, man.
match-board (v.), -cloth, -lined, lock, maker, making, wood.
matter-of-fact (a.).
maulstick.
mawbound (n.), mouth, worm.

M

maybe(adv.), bush, cock, hap, pop, weed.
Maybird, bloom, fair, fish, flower, fowl, pole, poling, thorn. tide, time, wort.
meadow-bright, bur, land, sweet, wort.
mealberry, man, monger, mouth, -mouthed, time.
mealymouth, -mouthed, -mouthedness, wing.
mean-spirited, -spiritedness, time, tone, while.
meatbird, man.
mechanico-chemical.
medico(prefix); all one word.
meetinghouse.
merchantman.
mermaid's-glove, -head, -purse(plants).
merry-andrew, -go-round, make, maker, making, meeting, thought, wing.
meshwork.
messman, mate.
metergram.
methylamine, aniline, anthracene, malonic(a.), sulphuric(a.).
mezzo-relievo, -soprano, tint, tinter, tinto.
micro(prefix) -erg; the rest one word.
mid-age, aged, -air, -body, -brain, -carpal, -channel, -course, day, -distance, -earth, -feather, -field, -gut, heaven, -iron, -kidney, land, -life, -main, most(adv.), -movement, night, moon, -ocean, -off, -on, -Pacific, parent, -point, -position, rash, rib, ribbed, riff, -road, -sea, ship, shipman, -side, -sky, stream, summer, -sun, -term, -tide, watch -water, way, week, -wicket, wife, winter, -workings.
middle-aged, -class, most, -rate, -sized, weight.
milepost, stone.
militiaman.
milk-and-water(a.), bush, fish, -grass, -livered, maid, man, -sick, sop, sopping, stone, weed, wood, wort.
millboard, dam, -headed(a.), house, man, post, rind, -run, -sixpence, stock, stone, work, wright, wrighting.
mincemeat.
mintman, master, wort.
minuteman.
mischief-maker, -making.
mizzenmast, topman.
mobcap, capped.
mockbird, -heroic, -heroical, -heroically.
molebut, cast, -catching, -eyed, head, hill, skin, wort.
moneybag, -bound, grubber, grubbing, -maker, -making, -monger, -mongering(n.,a.), -quake, wise, worth.
monkey-board, -cup, -faced, nut, -pot, -puzzle, -rigged, shine, tail, -vine.
monkshood.
mono-ideism, -ideistic; the rest one word.
moonbeam, bill, blind, blink, calf, creeper, -culminating, -eye, -eyed, face, faced, fall, fish, flower, glade, head, light, lighter, lighting, lit, -loved, madness, man, raker, raking(a.), rise, sail, seed, set, shade, -sheered, shine, shiner, shining, shiny, stone, stricken, struck, wort.
mooseberry, wood.
mopboard, -headed, stick.

moreover, pork(bird).
morning-glory, tide.
mossback, -backed, bunker, -green, -grown, head, trooper, wort.
moth-eat, -eaten.
mother-in-law, hood, land, -of-pearl, -spot, wort.
motley-minded.
moto-magnetic, phone.
motorcyclist, -driven(a.).
mouse-colored, -dun, -ear, eared, hawk, hole, kin, tail, trap, web.
mouth-blower, -filling, -made, piece, root.
muckrake(v.), raker, sweat, weed, worm.
mudfish, hole, sill, skipper, stone, sucker, weed, wort.
muddlehead, -headed, -headedness.
muddy-brained, -breast(n.), -headed, -mettled.
mule-jenny(machine), teer, wort.
mummy-cloth.
muscle-bound.
muskflower, melon, rat, wood.
mutton-chop(a.), head, -headed, -legger, wood.
muzzle-loader, -loading, wood.

N

nailbrush, head, -headed, sick, wort.
namesake.
narrow-heartedness, mindedness, spiritedness; adjectives take hyphen.
naso(prefix); all one word.
navelwort.
near-by(a.), -legged, most, sight, sightedness.
neat's-foot.
neckband, cloth, lace, laced, mold, tie, wear, weed.
needlebook, bush, case, fish, man, -point(a.), -pointed, stone, woman, wood, work, worker.
ne'er-do-well.
neo(prefix), takes hyphen when followed by cap; otherwise one word.
nerveroot, -shaken(a.).
netbraider, fish, maker, veined, -winged, wort, work.
nevermore, theless.
newborn(a.), comer(n.), -create(v.), -fashioned(a.), -front(v.), market(n.), -model(v.), -modeler(n.), -namer(n.).
newsboy, -letter, man, monger, paper, paperdom, room.
nitro(prefix); all one word.
no-ball, -being, body, cake, how, way, ways, where, whither, wise.
nobleman, -minded, -mindedness, woman.
nolle-pros.
non-ego, -pros(v.); the rest one word, unless followed by cap, when use hyphen.
nonesuch.
noonday, -flower, light, tide, time.
north(prefix) -northeast(a.), -northwest(a.), polar(a.), -seeking; the rest one word.
northbound(also eastbound, southbound, westbound).
noseband, bleed, fish, gay, pinch, smart.

notwithstanding.
notebook, head, worthy.
nowadays, anights.
nursehound, maid.
nurseryman.
nutbreaker, -brown, cracker, gall, hatch, hook, jobber, pecker, shell, -tapper.

O

oarcock, fish, -footed, lock, man, weed.
oarsman, woman.
occipito-atlantal, -atloid, -axial, frontal, -frontalis (n.), mastoid, nasal, parietal, temporal.
off (prefix) -bear (v.), -bearer, -chance (n.), -color (a.), -colored, -corn (n.), -drive (v.), -falling (n.), -glide (n.), -go (n.), -going (n.), -handed, -handedly, -handedness, -hitting, -load, -lying, -put (n.), -putter (n.), -reckoning (n.), -white (a.); the rest one word.
officeholder.
oftentimes.
ofttimes.
ohmammeter, meter.
oilcoat, cloth, fish, man, paper, seed, skin, skinned (a), stock, stone, -temper (v.), -tempered (v.), -tempering (v.), -tight (a.), -tightness, -tongued (a), way.
old (prefix) -fangled, -fashion (a.), -fashioned, -gentlemanly, -line (a), -maidish, -soldier (v.), -time (a.), -timer, wife (fish), -wifely, -wifish, -womanish, -womanly, -world (a.).
olive-backed, -colored, wood.
omni (prefix); all one word.
oncome, -coming, cost, drive (v.), fall, flow, -go, going (a.), -hanger, -hit (v.), lay (v.), lock, locker, locking, rush, rushing, set, setter, -shore, -side (a.), slaught, stead (n.), to, ward.
oneself, -sidedly, -sidedness, -two (n.), -two-three (n.); adjectives take hyphen.
onionskin (paper).
only-begotten (a.).
open-airishness, -airness, band (a.), bill (bird), cast, -handedly, -handedness, -heartedly, -heartedness, -mindedness, -mouthedness, work, working.
orangeman, leaf, -leaf (a.), -peel (a.), -root.
orang-utan.
orchardman.
othergates (adv.), guise, ness (a.), -self, where, while, whither, wise, world (a.), worldiness, worldly.
out-and-cut, -and-outer, bearing (n.), -book, -clearer, -patient, -starter; the rest one word, unless followed by cap; or, adjectively, by "of," in which case use hyphen.
ovate (prefix); all take hyphen.
over-all (a.), -arm, -belief, -sea (a.), -sparred (a.); the rest one word.
owl-eyed, glass, head, -light, -wide.
oxbane, berry, bird, biter, boy, bow, brake, cart, cheek, -eyed, fly, -foot (a.), gang, goad, harrow, head, heal, heart, hide, hoft, horn, house, like, man, pecker, shoe, tail, tongue.
oysterbird, -green, house, man, -shell (a.).

P

paceboard, maker, making.
packhouse, man, saddle, staff, thread, ware, wax, way.
painstaker, taking, worthy.
paintbrush, root, work.
paleface, -faced.
pallbearer, holder, -mall.
palmi (prefix); all one word.
pan (prefix); all one word, unless followed by cap, when use hyphen, except Pan American and pan fish.
panelwork.
panicmonger, -mongering, -stricken, -struck.
pannierman.
pantryman.
paperbark, -boy, -chasing, mouth (fish), shelled.
para-anæsthesia; the rest one word.
parrotbeak, bill, -toed.
parti-coated, -colored, -membered, -mortgage (n.), -mortgaged, -named.
party-coated, -colored, -striped, -walled.
passageway.
passer-by.
pass-key, man, over, port, woman, word, wort.
past-due (a.).
pasteboard, -down.
patchwise, work.
paterfamilias (n.), familiar (a.), noster.
pathfinder, way.
patrolman.
pawnbroker, broking, shop.
paymaster, mistress.
peaberry, bird, chick, -coat, cock, fowl, hen, -jacket, nut, stone.
peacebreaker, breaking, maker, making, monger, mongering (a.).
peachblow (but peach blow referring to bloom), -colored, wort.
pearlash, berry, bush, -eyed, fruit, stone, weed, wort.
pebble-hearted, stone, ware.
peephole.
pell-mell.
pencraft, dragon, dragonish, dragonship, fish, gun, holder, knife, man, master, rack, stock, trough, wiper, woman.
penny-a-line (a.), -a-liner, cress, leaf, rot, royal, stone, weight, -wise, wort, worth.
penthouse, -roof.
pepper-and-salt, box, corn, grass, mint, root, weed, wood, wort.
pepsinhydrochloric (a.).
peri (prefix); all one word.
pesthole, house.
petro (prefix); all one word.
phenylacetamide, acetic, amide, amine, boric, glycolic, glyoxylic, hydrazine, methane.
phono (prefix); all one word.
phospho (prefix); all one word.
photo (prefix) -electric, -electrical, -electricity, -electograph, -electrotype, -engrave, -engraver, -engraving, -epinasty, -epinastic, -epinastically, -etch, -etched, -etching; the rest one word.

phyllo (prefix); all one word.
phylo (prefix); all one word.
physico (prefix) -mathematics, -mathematical, -philosophy, -philosophical, -theology, -theological, -theologist; the rest one word.
pianoforte.
pickaback, ax, back, lock, man, maw, -me-up, pocket, thank, -up.
pickle-herring, weed, worm.
piecemeal, work, worker.
piezo (prefix) -electric, -electricity; the rest one word.
pig-back (v.), -eyed, face, -faced, foot, head, -headedly, -headedness, herd, -jawed, -jump (v.), -jumper, maker, nut, pen, root, sconce, skin, stick (v.), sticker, sticking, sty, tail, -tailed, wash, weed.
pigeon-breasted, -hearted, hole, holer, -toed, weed, wing, wood.
pigeon's-blood.
pilework, worm, wort.
pillowbere, case.
pinball, -borer, case, cushion, -eyed, fallow, feather, featherer, -fire, fish, flat, fold, head, -headed, hold, hole, rail, tail, -tailed, -toed, weed, wheel (v.), work (n.), -work (v.), worm.
pince-nez.
pinchbeck, cock, fist, fisted.
pineapple, house, land, weed.
ping-pong.
pink-eyed, -sterned, weed, wort.
pipe-clay (v.), -clayey, -clayish, fish, layer, laying, -line (v.), man, stem, stone, vine, worm.
pitapat, bird, fall, -headed, -hole (n.), man, pan (boat), work (mining).
pitchblende, -faced, fork, -plaster (v.), stone, work (mining).
pitter-patter.
plainsman.
plank-sheer, ways.
plano-concave, -convex, -horizontal, -orbicular, -subulate; the rest one word.
plantsman.
plasterwork.
plateband, fish, -glazed, -roll (v.), way.
platterface, -faced.
play (prefix); all one word, except play boy, play club, play pipe, play right.
pleuro (prefix); all one word.
plot-proof.
plow (prefix); all one word.
plugman, tray, -ugly (n.).
plutomania.
pneumato (prefix); all one word.
pneumo (prefix); all one word.
pockhouse, mark, -marked, -pit (v.), wood.
pocketbook, knife.
point-blank, -device, -to-point.
poisonberry, wood.
pokeberry, -bonneted, root, weed.
poleax, axer, burn, cat, man, star, wig.
policyholder.

poll-evil(n.).
pondbush, fish, weed, wort.
pooh-pooh.
poorhouse, -spirited, -spiritedness.
popeye, gun, -over(n.).
poppy-cock, head.
porkfish.
portcrayon, cullis, folio, hole, hook, man, manteau, -mouthed, reeve, -vent, way.
porterhouse.
post(prefix) -free(a.), -mortem, -obit, -office(a.), -season, -temporal, -tonic, -traumatic, -treaty, -tympanic; the rest one word (unless followed by cap, when use hyphen), except post auger, post bag, post bellum, post boat, post box, post captain, post car, post card, post cedar, post chaise, post chariot, post coach, post croker, post day, post flag, post horn, post horse, post letter, post mill, post note, post oak, post office, post roads, post route, post town, post trader, post truss.
potale, ash, -au-feu, -bellied, -belly, boil, boiler, -bound, boy, -girl, hanger, herb, hole, hook, hookery, house, hunter, hunting, latch, -lead(v.), leg, lid, luck, man, pie, pourri, sherd, stone, -valiant, -valiance, -valiancy, -valiantly, -valiantry, -valor, waller, walling, -walloper, -walloping, ware, work.
poult-de-soie.
poundcake, -folly, -foolish, -foot, keeper, man, master, stone, -worth(n.).
poverty-stricken(a.), weed.
powder-blue, flask, horn, mill, -posted.
powpow.
praiseworthily, worthiness, worthy.
pre(prefix); all one word, unless followed by cap, when use hyphen.
pressboard, man, mark, pack, room, work.
prick-eared, -foot, punch, spur, wood.
priestcraft, -rid, -ridden.
privateersman.
pro(prefix);(a.), one word.
prongbuck, horn.
proto(prefix); all one word, unless followed by cap, when use hyphen.
pseudo-apoplexy, -aquatic, -archaic, -arthrosis, -axis, -erysipelas, -malachite, -monocotyledonous; the rest one word, unless followed by cap, when use hyphen.
psycho(prefix) -ology; the rest one word.
public(prefix); all take hyphen.
puffball, -leg(bird).
pug-nosed.
puller-in, -out.
pulpboard.
puppetman, master.
purpleheart, lip, wood, wort(plants).
purse-proud(a.).
pusheart, pin.
putlog, -off, -out, -up.
puttyroot.

puzzlehead, -headed, headedness, monkey.
pygmyweed.
pyx-jury.

Q

quagmire.
quarry-faced, man, -rid(n.).
quarter-angled, -boards, -bound(binding), -cast(a.), -cleft(a.), -cut, -deck, -decker, -fishes, -hollow, man, master(n.,v.), pace, -phase(a.), -pierced, -pointed, -saw, -sawn, -sawed, -sawing, staff, stretch, -vine.
quartermaster; official names all two words.
quater-centenary, -tenses.
queenfish, hood, -post(n.), root, weed, wood.
queen's-balm, -berry, -delight, -flower, -gilliflower, -herb, -lily, -needlewort, -root.
quickbeam, -fire, -firing, foot(adv.), hatch, lime, sand, set, -sighted, -sightedness, silver(n.,v.), step(music), thorn, -witted, -wittedness, work(nautical).
quillback(fish), tail, work, wort.
quintuple-nerved(botany), -ribbed(botany).
quitclaim(n.,v.), rent.

R

rabbit-ear(faucet), mouth(fish), -mouthed, root, wood.
race-about(boat), way.
rackabones, arock, board(organ), -lashing, master, -o'-bones, -rent(n.,v.), -renter, way, work, yard.
radio(prefix) -lead; the rest one word.
raftsman.
ragamuffin.
ragman, picker, shag, stone, tag, time, weed, work, wort.
railbird, head, road, roader, roading, way.
rainband, bow, coat, drop, fall, -proof(a.), storm, -tight, wash.
rakehell(a.), -off.
ramline(nautical), pick, race, rod, shackle.
ram's-head, -horn.
ranchman.
rapeseed.
rapid-fire(a), -firer, -firing.
rarebit, ripe.
raspberry, -pod.
ratsbane.
rat's-tail(n.).
ratepayer, paying.
rattlebag, -bones, box, brain, -brained, bush, head, -headed, nut, pate, -pated, ran, root, skull, -skulled, snake, trap, weed, wort.
rattlesnake-root -weed.
rawboned, head, hide.
razorback, -backed, bill, -billed.
razzle-dazzle.
re(prefix for again) -act, -ally, -collect, -cover, -create, -creation, -creative, -dress, -form, -formation, -lease, -mark, -present, -presentation, -press, -probate, -search, -serve, -sign, -solve, -sound, -store, -strain, -treat, -turn; the rest one word.
ready-made(a.,n.), -witted, -wittedness.

rear-horse, most, mouse, ward.
recto-coccygeal, -colonic; the rest one word.
redback, -backed, beard, belly, -bellied, berry, bill, -billed, bird, breast, -breasted, bud, buck, cap, coat, -crested, eye, -eyed, -figured, finch, fish, -footed, -hand, -handed, -hard, -hardened(v.), -hardness, -hat, head, -headed, hoop, -hot, leg, -legged, -letter, mouth, -necked, poll, root, shank, shirt, -short, -shouldered, skin, start, streak, tail, -tailed, -tape(a.), -taped, -taper, -tapery, -tapish, -tapism, -tapist, throat, top, ware(wood), wing, winged, wood.
reedbird, buck, work.
resino-electric.
rest-harrow, house.
ribbonback(n.), -back(a.), weed, wood.
riceb**ird**.
rich**weed**.
rickrack, staddle, stand, stick, yard.
ridgeband, piece, plate, pole, rope.
riffraff.
riflebird, fish, man.
rift-sawed, -sawing.
right(prefix) -about(n.), -hand(a.), -hander(n.), -handedness, -mindedness, ward, wise, wisely, wiseness; adjectives take hyphen.
rimbase, -fire.
rinderpest.
ring-around, bark(v.), bill, -billed, bird, bolt, bone, dove, eye, -fence(v.), head, leader, master, neck, -necked, -porous, -rope, sail, -small, -straked, -streaked, tail, -tailed, taw, toss, wise(adv.), worm.
riprap(masonry), -rap(fireworks), sack, saw.
riverhead, man, side, weed.
rix-dollar.
roadbed, man, master, side, stead, stones, way, weed, worthy.
rockaway, -bottom, -bound, -faced, fish, foil, hair, rose, shaft, staff, weed, wood, work.
rocking-chair, -horse.
rodman, wood.
rollback(n.), -cumulus, -top, way.
rolling-pin.
roly-poly.
rooftree.
roommate.
rootcap, -mean-square, stock, worm.
ropeband, bark, dancer, dancing, maker, walk, walker, way, work.
rope's-end(v.).
rose-a-ruby, bay, bit, -breasted, bud, bush, -colored, -cut(a.), drop, fish, head, -pink(a.), -red(a.), -ringed, root, -water(a.), wood, wort.
rough-bore(v.), cast(n.,v.), caster, -coat, draw, dress(v.), dry, -grind, head, hew, hewer, -house, -leaved, leg -legged, -plane(v.), -point(v.), rider, scuff, setter, shod, slant, -stone(v.), string, -stuff, -tailed, -winged, work(v.), wrought.
roughing-in.
roundabout, -arm(a.), fish, headed, headedness, house, -iron, line, ridge(v.), -shouldered, tail, top, -up, wood, worm.
roundsman.

roustabout.
rowboat, lock, port.
rubblestone, work.
rubytail, -tailed, throat, -throated.
rudderhead, hole, post, stock.
rule-monger.
runabout, agate, around, away, board, by, dale, fish, holder, -off, -on (p.a.), -over, round, -through, way.
runner-up.
rustproof.
rutabaga.

S

saberbill, -legged, -toothed, wing.
sackcloth, clothed, -doodle (v.).
saddleback, -backed, bag (n.,v.), -billed (bird), bow, cloth, -graft (v.), leaf, nose, -shaped, tree, wise.
sadiron.
safe-conduct (n.,v.), guard (n.,v.), -keeping, -pledge (n.).
sagebrush, bush, rose, wood.
sailboat, cloth, fish, maker.
sailorman.
saleslady, man, manship, room, woman.
salework, yard.
salmonberry.
saltbush, cellar, -master, peter, spoon, weed, wort.
sandalwood.
sandbag (n.v.) bagger, -blast (v.), -blind, -blindness, -burned, fish, -hiller, -lot (a.), man, paper (n.,v.), peep, piper, rock, shoe, stone, weed, weld, wood, worm, wort.
sang-froid.
saphead, -headed, sucker, wood.
satinwood.
saucebox, pan.
save-all.
sawback, -billed, buck, dust, fish, fly, horse, mill, -toothed, wort, -wrest.
saxcornet, horn, ophone, otromba, -tuba, -valve.
scaldberry, fish, weed.
scalebeam, board, fish, pan, work.
scaly-winged.
scapegallows, goat, grace, -wheel.
scarecrow.
scarfpin, skin, wise.
scatterbrain, brained.
sceneshifter.
scentwood.
schoolbook, boy, craft, dame, fellow, girl, house, maid, man, master, mate, mistress, room, -teacher, -teaching, time, ward.
scot-free (a.).
scrapbook.
scratchboard, brush, card, weed, work.
screenman.
scrollhead, work.
scrubboard, grass, land, wood.
scytheman, stone.

seabeach, board, -born(a.), bound, coast, farer, faring, folk, girt(a.), going, -green(a.), -island(a.), man, mark, piece, port, quake, scape, shore, sick, sickness, side, ward, way, weed, worthy, worthiness.
seal-brown(a.), skin, wort.
searchlight.
second-class(a.), -foot, hand(a.), -rate, -sight, -sighted.
seesaw.
seedbird, cake, -lac(n.), time.
seedsman.
seerband, fish, hand, paw, sucker.
selectman.
self(prefix) same, sameness; the rest take hyphen.
semi(prefix) -incandescent, -independence, -independent, -indurated, -inertness, -infinite, -inhibition, -ironical, -water, gas; the rest one word, except where followed by cap, when use hyphen.
series-wound(a.).
serio-comic, -comical, -comically.
sero(prefix); all one word.
serrate-ciliate, -dentate.
servo-motor(n.).
sesqui(prefix); all one word.
setback, bolt, -down(n.), -fair(n.), -off, -out, -over, -stitched, -to, -up, work.
sevenbark, fold, score, -shooter, -up.
sextodecimo.
shadberry, bird, bush, flower.
shakedown, fork, proof, -up.
shallow(prefix); adjectives take hyphen.
shamefaced, flower, -proof, worthy.
sharebeam, bone, broker, holder.
sharp-cut, -shinned, shooter, -sighted, -sightedness, -tailed, -witted.
sheepberry, bush, -faced, fold, -headed, hook, -kneed, man, master, shank, shearer, shearing, -sick(a.), skin, split, walk, walker.
sheepshead(fish).
sheep's-bane, -beard, -foot(printing), -parsley, -scabious, -sorrel.
sheetwise, -pile(v.), work.
shellbark, fish, man, proof, work, worker.
shield-shaped, tail.
shinglewood.
shinleaf, plaster.
shipboard, bound, builder, building, holder, -lap, load, master, mate, owner, -rigged, shape, way, worm, wreck, wright, yard.
shock-dog, -head, -headed.
shoebird, black, horn, maker, making, pack, -tree.
shop(prefix); all one word, except shop paper.
shoreweed.
shortbread, cake, -circuit(v.), coming, hand, -handed(a.), hander, horn, -horned(a.), -shucks(n.), sighted, stop, -wool; adjectives take hyphen.
shotbush, gun, -ice, -proof.
shovelbill, board, fish, head, nose, -nosed, -penny.
show-down, man, room, -up.
shuffleboard, wing.

shutdown, -in, -off, -out.
shuttlecock, wise, wound.
sicklebill, -billed, -hocked, man, pod, wort.
sideboard, bone, flash, hill, -line(v.), liner, long, piece, saddle, shake, -slip(v.), -splitting, -step(v.), -taking(n.), track, walk, ward, way, ways, -wheel, -wheeler, winder, wipe, wiper, wise.
siegework.
sighthole, proof, -seeing, -seer, worthy.
signalman.
signboard, post.
silkman, -stocking(a.), tail, weed, wood, worm.
silverback, beater, belly, berry, bill, -black(a.), boom, fish, -gray(a.,n.), -haired, -leaf, -leaved, smith, top, vine, ware, weed, wood, work.
simon-pure.
simple-faced, -hearted, -minded, -mindedness.
single-action, bar, -driver, -foot, -loader, -phaser, stick, -sticker, ton, tree; adjectives take hyphen.
sister-in-law.
sitfast.
six-cut, fold, -footer, pence, penny, score, -shooter.
sketchbook.
skidpan, proof, way.
sky-blue, -clad, gazer, -high, lark, larking, light, -planted, rocket, sail, scape, scraper, ward.
slab-sided, stone.
slack-salted, -water(v.).
slam-bang.
slap-bang, dash, jack, -up.
slash-grain.
slate-color, -colored.
slaughterhouse, man.
slaveborn, -grown, holder, holding.
sleep-waker, waking, walker, walking, wort.
sleepyhead.
sleuthhound.
slideway, -wire.
slipboard, knot, -on, -sheet(v.), shod, slop, way.
slipperwort.
slit-eyed, shell.
sloop-rigged.
slop-built, dash, -molded, seller, shop, work, worker.
slow-burning, -down, -witted, worm.
smallclothes, pox, sword.
smartweed.
smearcase.
smoke-dry, house, jack, stack, stone, wood; adjectives take hyphen.
smoothbore, -bored, -chinned, -faced, -spoken, -tongued.
snakeberry, bird, fish, head, mouth, neck, piece, root, stone, weed, wood, worm, wort.
snake's-beard, -head, -mouth, -tongue(plants).
snap-back, dragon, jack, shot, -shooter, -shooting, weed, wort.
snapper-back.
sneezeweed, wood, wort.
snipebill, fish, -nosed.

snowball, berry, bird, -blind, -bound, break, -brith, bush, cap, craft, down, drift, drop, fall, flake, flight, flower, plow, scape, shed, shoe, shoer, slide, slip, storm, -white(a.).
snub-nosed.
snuffbox.
so-and-so, -called(a.), so.
soapbark, berry, bush, -fast, fish, rack, root, stone, suds, wood, wort.
sober-minded, -mindedness, sides.
soft-bone, -finned, -headed, -hearted, -heartedly, -heartedness, horn, rayed, -shell, -spoken, -tack, wood.
solid-drawn, -hoofed, -horned, ungular, ungulate.
some(prefix); all one word, except when followed by a vowel, in which case two words.
son-in-law.
songbook, craft, man.
soothfast, say, sayer, saying.
sorehead, -eyed.
soundproof.
south(prefix) -seeking, -southeast, -southerly, -southwest; the rest one word.
southbound (also eastbound, northbound, westbound).
southernmost, wood(tree).
sparerib.
sparhawk, piece.
sparrowgrass, tongue, wort.
speak-easy.
spearfish, head, man, mint, wood, wort.
spectro(prefix); all one word.
speechcraft.
speedway, well.
spellbind, binder, bound, work.
spendall, thrift, thrifty.
spiceberry, bush, wood.
spick-and-span, -and-span-new, -span-new.
spikebill, -horn, -kill, nard, nose, tail, wise.
spileworm.
spindle-legged, legs, -shanked, shanks, tail, -tailed.
spinebill, tail, -tailed.
spiny-finned, -rayed.
spirepole.
spiritual-minded, -mindedness.
spitball, box, fore, -stick, -sticker.
spitchcock.
splashboard.
splitbeak, finger, fruit, mouth, saw, -tail, worm.
spoilsman, monger.
spokesman, woman.
spoonbill, -billed, drift, -fashion, flower, -food, hutch, -meat, ways, wood, wort.
sportsman, woman.
spot-barred.
sprayboard.
spread-eagle.
sprig-bit, tail.
springant, board, bok, finger, fish, halt, head, -headed, tail, tide, time, worm, wort.

spyboat, glass.
square-built, flipper, head, -headed, -jointed, -rigged, -rigger, -set (mining), tail, -toed, -toes.
squawberry, fish, root, weed.
squint-eyed.
stableboy, man, stand.
stagbush, -evil, -horn, -horned, hound.
stagecoach, craft, house, -struck.
staircase, head, way.
stakehead, holder.
stalking-horse.
stall-feed, man.
stampsman.
stand-by, -off, -offish, -offishness, patter, pattism, pipe, point, post, still, -up.
star-blind, board, bush, craft, finch, fish, fruit, -gauge, gaze, gazer, gazing, light, lit, monger, nose, -nosed, -proof, shine, shoot, -spangled, stone, throat, wort.
stark-naked.
statecraft, house, monger, -owned, room.
statesman, woman.
stavewood.
staylace, -plow, sail, ship.
steadfast, fastly, fastness.
steamboat, -cut (v.), boating, -jacket (v.), ship, -tight, -tightness.
steelhead, work, yard.
steeplechase, chaser, chasing, -crowned.
steerageway.
steersman.
stem-clasping, -winder, -winding.
stepbrother, child, dame, daughter, -down (a.), father, ladder, mother, motherly, -parent, sister, son, stone, -up (s.).
stepping-stone.
stereo (prefix); all one word.
sternforemost, most, post, ward, way, -wheeler.
stewpan, pot.
stiff (prefix) -neckedness, tail; adjectives take hyphen.
stillbirth, born, -burn, fish (v.), fisher, house, -hunt, room.
stingbull, fish, tail.
stinkball, berry, bird, bug, bush, horn, pot, stone, weed, wood, wort.
stock-blind, broker, broking, dove, fish, holder, jobber, jobbing, man, -still, stone, work, yard.
stokehold, hole.
stonebird, bow, brash, break, cast, chat, cray, crop, cutter, cutting, gall, hand, hatch, head, henge, man, mason, pecker, seed, shot, smatch, smith, wall (v.), waller, ware, weed, wood, work, wort, yard.
stopcock, -gap, hound, -off, -open (phonetics), water.
storehouse, keeper, keeping, man, master, room, ship.
stork-billed.
stormcock, -proof, ward, wind.
storybook, -teller, -telling, -writer.
stouthearted, -heartedness.
stovehouse, pipe.
stowaway, -boating, bord, down, -net, -wood.

straddlebug, -legged, wise.
straightaway, -cut, edge, forward, forwardly, forwardness, line(a.), -out, -pull, -spoken, way(a., or adv.).
strait-jacket, -laced, lacing, -waistcoat, work.
strato-cirrus, -cumulus.
straw-bass, berry, board, -colored, mote, -necked, small, smear, worm.
streetwalker, walking, ward, way.
strike-out(n.).
stringboard, course, halt, piece, wood.
strongbark, hand, hold, -mindedly, -mindedness, -water; adjectives take hyphen.
stuccowork, worker.
stuck-up.
studbook, fish, flower, horse, mare, -pink.
stumblingblock, stone.
stump-bred, -rooted, -tailed.
sub(prefix) -base, -basement, -bass; the rest one word.
subject-object, -objectivity.
suckfish, stone.
sugarberry, -cane(a.), -coated, house, -loaf(a.), plum.
sulpho-urea, uritic; the rest one word.
sulphur-bottom, weed, wort.
summer-fallow, house, stir(v.), tide, tree.
sunbeam, bird, blink, bonnet, bow, burn, -burner, burst, -cracked, dew, dial, down, downer, drops, dry(v.), fish, flower, glass, glow, light, lit, proof, rise, set, setting, shade, shine, shiny, squall, -stone, stroke, -struck, up, ward, wise.
super(prefix); all one word.
supra(prefix); when followed by vowel use hyphen, otherwise, one word, except supra grammaticam.
sure-enough(a.), -footed, -footedly, -footedness.
surface-bent, man.
surfboat, boatman, man.
swallowtail, -tailed, wing, wort.
swampweed, wood.
swanflower, herd, -hopping, mark, marker, marking, neck, skin, -upper, -upping, wort.
swan's-down.
swashbuckler, bucklering, buckling, -letters, way.
sway-backed.
swearword.
sweatband, shop, weed.
sweepstake, stakes, washer, washings.
sweetbread, briar, heart, leaf, meat, root, sop, water, weed, wood, wort; adjectives take hyphen.
swellfish, toad.
swift(prefix) foot; adjectives take hyphen.
swinebread, -chopped cote, fish, herd, hull, pipe, stone, sty, ward, yard.
swinglebar, tail, tree.
switchback, board, man.
sword-and-buckler, bill, craft, fish, fishing, man, play, player, -proof, -shaped, smith, stick, tail.

T

tablecloth, -cut(a.), -land, spoon, spoonful, ware, wise.
tag-end, lock, rag, tail.

tail-bay, block, board, ender, flower, piece, pin, race, -rime, stock, ward, -water.
tailor-made.
taintworm.
take-all, down, in, -off, -up.
taker-in, -off.
taking-off.
talebearer, bearing, book, carrier, carrying, teller.
talesman.
tallboy (n.).
tallow-face, -faced, -root, -top, -topped, wood.
tallyho, man, way.
tangent-cut.
tangleberry, fish, foot, wrack.
tanyard.
taphouse, -rivet (v.), room, root, rooted.
tapeline, worm.
tarboy, -bush, heel, rack, rock, weed, whine, wood.
tarso (prefix); all one word.
tarry-breeks, -fingered.
taskmaster, mistress, work.
tattletale.
taxgatherer, gathering, man, payer.
teaberry, cup, cupful, kettle, pot, poy, spoon, spoonful.
teamland, wise, work.
tear (prefix) drop, -falling, pit, thumb.
teaze-hole.
tele (prefix) -iconograph; the rest one word.
telltale.
tenfold, -forties, -o'clock (n.), penny, pins, -pounder, -sided, -strike.
tenderfoot, -hearted, -heartedly, -heartedness, loin.
tenterhook.
tenthmeter.
tentmaker, work, wort.
textbook, man, -writer.
thankworthiness, worthy, -you-ma'am (road making).
thanksgiver, giving.
thenceforth, forward.
there (prefix); all one word.
thick-and-thin (a.), head, -knee, leaf, lips, set, skin, skull, -stamen, wind; adjectives take hyphen.
thimbleberry, -eye, rig, rigger, weed.
thin-skinnedness; adjectives take hyphen.
thirdborough, -class (a.), -penny, -rate (a.), -rater.
thorough-brace, bred, fare, foot, going, paced, pin, -stem, wax, wort.
thousandfold, -leaf, -jacket; other adjectives take hyphen.
threadbare, fin, fish, foot, -needle, -shaped, -the-needle, worm.
three (prefix) -bagger, -cornered, -cycle, -decker, fold, -half-pence, -master, -out, pence, penny, -phaser, -plier, -quarter, -ridge, score, some, -spread, -valve; other adjectives take hyphen.
thricecock; adjectives take hyphen.
throatband, boll, lash, latch, root, wort.
throwback, -crook, -off.
thumb-nail, rope, screw, stall.

thunderbird, bolt, burst, clap, cloud, -dirt, fish, flower, head, headed, peal, plump, -proof, shower, squall, stone, storm, strike, stroke, worm.
thyro-antitoxin, -arytenoid, -arytenoideus, -epiglottic, -epiglottidean; the rest one word.
tidbit.
tideland, race, -rode, waiter, water, way.
tidesman.
tiebar, beam, -plate, -plater, -rod, tie, -up, wig.
tiers-argent, man.
tiger-eye, foot, -footed.
tile-drain (v.), fish, root, seed, stone.
tiltboard, -up, yard.
timberframe, head, land, man, work.
timekeeper, piece, pleaser, saver, saving, server, serving, taker, -table, -work, worn; other adjectives take hyphen.
tinclad, -foil(v.), man, mouth, plate(v.), pot(a.), smith, smithing, stone, stuff, type, ware.
tipburn, cat, staff, stock, tail, tilt, toe, top, topper, -up.
tire-larigot, man, smith, woman.
tiring-room.
titano(prefix); all one word.
titbit, lark, mouse.
title-page.
to-and-fro, -bread, -day, -do, -morrow, -night.
toadback, eater, fish, flax, flower, head, pipe, stone, stool.
toastmaster.
toe-and-heel, nail.
tollbar, booth, gate, house, man.
tomboy, cat, cod, fool, foolery, noddy, -piper, rig, tit, -tom, trot.
tombstone.
ton-mile.
tonguebird, fence, fish, flower, -flowered, -lashing, -shaped, tacked, -tie, -tied.
toolmaker, man, smith, stock.
toothache, -ax(v.), bill, -billed(a.), brush, drawer, drawing, flower, pick, shall, wort, -wound.
top-armor, -block, -boot, -booted, -card, -chain, -cloth, -coat, -drain, -dress, -dressing, gallant, -hamper, -hampered, -heavy, -heaviness, knot, -light, lofty, man, mast, most, -netting, notcher, -pickle, piece, -rail, -rope, sail, -sew, -shaped, side, soil, stone, swarm, tail(v.), -timber, -work(v.).
topsman.
topsy-turviness, -turvy.
torchbearer, light, wood, wort.
tortoise-shell(a.), wood.
toss-up, pot.
touchback, bell, -box, down, hole, -in-goal, -me-not, pan, piece, stone, wood.
towboat, cock, head, -headed(a.), -hook, line, mast, net, path, rope, -row, -tail.
towerman, wort.
townfolk, gate, house, land, scape.
townsfellow, folk, man, people.
toyman, shop, wort.
trackborrow, -boat, hound, layer, laying, man, master, -road, sick, side, walker, way.

trade-mark, master, -union, -unionism, -unionist.
tradesfolk, -hall, man, people, -union, -unionism, -unionist, woman.
tragi-comedy, -comic, -comical, -comi-pastoral.
trainband, bearer, bolt, load, man, -mile, way.
tramcar, pot, road, way.
trans (prefix); all one word unless followed by a capital, when use hyphen.
trapball, door, dall, hole, stick.
trawlboat, net.
treadboard, mill, milling, -softly (n.), wheel.
treasure-trove.
treble-dated, -geared, -sinewed, tree.
treebeard, nail, speeler, worker.
trelliswork.
trencher-fly, man.
trench-plow (v.).
trestletree, work.
tribesman, people.
trigger-finger.
tripleback, tail; other adjectives take hyphen.
trolleyman.
troopfowl, ship.
trot-line.
troutbird, -colored.
trucebreaker.
truckle-bed.
truckman, master.
true (prefix) -heartedness, love, penny; adjectives take hyphen.
trumpetleaf, -shaped, -tongued, -voiced, weed, wood.
trundle-bed, head, shot, tail.
trunkback, fish, -hatch, -hatchway, nose, way, work.
trusswork.
truth-lover, teller, telling.
try-house, -pot, sail, -square, -works.
tubeform, -nosed, rose.
tubfish, man, -sized.
tugboat.
tulip-eared, wood.
tumblebug, -down, dung, weed.
turfman.
turnabout, back, bout, buckle, cap, coat, cock, down, key, out, over, poke, pin, plate, plow, screw, skin, sole, spit, stile, stone, table, tail, -tree, up, verein, wrest.
turnip-rooted, -stemmed, wood.
turtleback, dove, -footed, head.
tutti-frutti.
'tween-brain, -deck, -decks.
twelfth-cake, -day, -night, -second, tide.
twelvefold, month, pence, penny, score.
twentyfold.
twice-born (a.), -told (a.).
twinberry, born, flower, leaf, -screw (a.).
two-bagger, -block, -blocks, -cycle, -decker, -facedness, fold, pence, penny, some, -step, -up, -wheeler; adjectives take hyphen.
type-high, script, setter, setting, write, writer, writing, written.

U

u-shaped.
ultra-agnostic, -atomis, elliptic, -equinoctial, -intellectual, -red, -violet the rest one word, except ultra valorem and ultra vires.
un (prefix; always one word, unless followed by cap, when use hyphen.
uncalled-for.
uncared-for.
under (prefix); all one word.
unheard-of.
unhoped-of.
unlocked-for.
unmade-up.
untalked-of.
unthought-of.
up (prefix) -and-over (a.), -over, -put, -putting, -to-date (a.); the rest one word.
uppercut, most.
urnflower, -shaped.

V

v-shaped.
vainglorious, gloriously, gloriousness, glory.
vanguard, sire.
vase-shaped.
vaso-inhibitory; the rest one word.
velvetbreast, leaf, seed, weed, work.
venthole.
ventro-inguinal; the rest one word.
vertebro-arterial, basilar, costal, -iliac, sacral.
vestryman.
vicecomital, geral, gerency, gerent, regal, royal, royalty, versally.
viewpoint.
vine-clad, dresser, land, yard, yardist.
viseman.
voltammeter, coulomb, meter.
volta-electric, -electricity, -electrometer, -electrometric, meter, metric, plast, type.
volumenometer, scope.
vulvo-uterine, vaginal, vaginitis.

W

wagework, worker.
wagon-headed, load, -roofed, wright.
wagtail, wag, want, wanton, wit.
wainbote, rope, wright.
waistband, cloth, coat, coating, -high, line.
wait-a-bit, -awhile, -fee, -service.
walk-around, mill, out, -over.
wallbird, -eye, -eyed, flower, hick, -plat, -sided, wort.
warcraft, fare, farer, field, -hawk, man, mouth, path, saw, ship, wolf, worn.
wardsman.
warehouse, houseman, room.

warm-blooded, -headed, -hearted, -heartedness, house.
washaway, basin, board, bowl, brew, dish, house, man, -off, out, pot, stand, strake, tail, tub.
washerman, woman.
wasp-waisted.
wastebasket, board, way, weir.
watchcase, dog, maker, making, man, mate, tower, word, work.
waterbear(v.), board, -closet, -colorist, -cool, course, cup, -cycle(v.), fall, -fit, fowl, -fronter, -furrow(v.), -horse, -jacketed(v.), -laid, -logged, leaf, man, mark, melon, phone, pot, proof, proofer, proofing, -purple, -rot, scape, -seal(v.), -season, shed, shoot, side, skin, -soak, spout, stoup, -tight, -tightness, way, wood, work, wort; other adjectives take hyphen.
wattmeter.
waxberry, bill, bird, bush, flower, -red, -stitched, weed, wing, work, worker.
waybeam, berry, bill, bird, bung, fare, farer, faring, gang, gate, going, gone, goose, laid, lay, layer, leave, mark, marker, post, side, sliding, -thistle, thorn, ward, warden, wise, worn.
weakfish; adjectives take hyphen.
weasel-faced, fish, snout.
weather-bitt(v.), board, boarding, break, cock, -fend(n.), fish, glass, gleam, head, most, proof, -strip(v.), wise, worn; other adjectives take hyphen.
weaverfish.
webeye, foot, worn; adjectives take hyphen.
wedge(prefix) bill, wise; adjectives take hyphen.
weedhook.
weighbeam, bridge, -house, lock, man, master, shaft.
welladay, away, -being, -door, -doing(n.,a.), -drain(v.), -eye, head, hole, -nigh, spring, strand, -willer, -wish, -wisher; adjectives take hyphen.
werebear, wolf.
westbound (also eastbound, northbound, southbound).
wetbird, -nurse(v.), -season, -shod.
whaleback, boat, bone, -built, head, man.
wharfman, master.
whatever, not, soever.
wheatbird, ear, land, worm.
wheelband, barrow, bird, -cut, house, man, swarf, way, work, wright.
wheelsman.
whenas, ever, soever.
whenceever, soever.
whereabout, abouts, as, at, away, by, fore, from, in, insoever, into, of, on, over, so, soever, through, to, under, upon, with, withal.
wherever.
whetstone.
whichever, soever.
whiffletree.
whipcat, cord, fish, graft, jack, lash, poorwill, saw, -shaped, stick, -stitch(v.), stock, tail, -tailed, -tom-kelly, worm.
whipper-in, snapper.
whirlabout, blast, brain, pool, wig, wind.
whistlefish, wing, wood.

whiteback, bait, bark, beam, beard, belly, bill, blaze, blow, -bone, bonnet, bottle, boy, cap, capper, coat, comb, corn, crop, -ear, -eye, -face, fish, -foot, head, heart, -lead(v.), -pot, -ribboner, root, rump, sark, seam, side, smith, stone, tail, thorn, throat, tip, top, vein, wall, wash(v.), washer, -water(v.), weed, wing, wood, worm, wort; adjectives take hyphen.
whitfinch, flaw, leather, wall.
whithersoever.
whole-heartedly, -heartedness, sale, saler; adjectives take hyphen.
whomso, soever.
whortleberry.
whoso, soever.
wickerwork.
wicketwork.
wide-awake, gap, spread; other adjectives take hyphen.
widow-bench, hood.
wife-bound, hood, -ridden.
wigmaker, tail, wag, wagger, wam.
wildcat(a.), catter, fire, -fowler, -fowling, grave, wood.
will-o'-the-wisp.
windbag, ball, berry, bibber, bore, -bound, break(n.), -break(v.), -breaker, broach, -broken, -changing, -dog, fall, fallen, fanner, -fertilization, -fertilized, firm, fish, flower, gall, galled, hole, hover, jammer, lass, mill, pipe, -plant, -pollination, -rode, row, rower, -shake, -shaken, -shock, storm, -sucker, swift, -taut, -tight, -up, way.
windowpane.
wineberry, bibber, bibbing, conner, glass, glassful, man, sap, taster, tree.
wingfish, seed, -shell, -shot; adjectives take hyphen.
winterberry, bloom, fallow, green, -ground(v.), kill(v.), lemon, -marvel, rig(v.), tide, time, weed; adjectives take hyphen.
wiredancer, dancing, draw(v.), drawer, heel, man, pull(v.), puller, pulling, smith, way, -weed, work, worker, working, works, worm; other adjectives take hyphen.
wiseacre, head, -hearted.
wishbone, -wash.
wishy-washy.
witch-bells, craft, -elm, finder, -hazel, -leaf, -tree, wood, work.
with(prefix); all one word.
witherband, -wrung.
wizen-faced.
woe-begone, -worn.
wolfberry, hound, skin.
woman-born, -grown, hood, kind, muckle, -queller, -vested.
womenfolk.
wonderland, stricken, struck, work, -worker, -working, -wounded.
woodbine, chopper, cock, craft, cut, cutter, cutting, hole, horse, house, land, lander, man, -note, pecker, pile, ranger, reeve, rick, rock, shed, side, stone, work, worker, working, worm.
woodenhead, -headed, -headedness, ware.
woodsman.
wool-dyed, fell, gathering, grower, growing, head, man, pack, sack, shed, sorter, sower, stock, work.
woolly-haired, -headed.

word-blind, book, -bound, -catcher, -deaf, monger, mongering, play, spite (a.).
wordsman.
workaday, bag, basket, bench, box, day, fellow, folk, house, man, master, mistress, people, room, shop, table, ways (adv.), wise (adv.), woman.
working-day, man.
world-self, -weary, -wearily, -wide.
wordly-minded, -mindedness, -wise.
worm-eat (v.), -eaten, -eating, hole, holed, seed, wood.
worn-out (a.).
wringing-wet (a.).
wristband, -drop (n.), fall.
wrongdoer, doing, head, -headed, -headedly, -headedness, -hearted, -heartedness, -minded, -mindedness, -timed.

X

xantho (prefix); all one word.
xeno (prefix); all one word.
xero (prefix); all one word.

Y

y-shaped.
yachtsman, woman.
Yankee-Doodle, land.
yardarm, man, master, stick, wand.
yawl-rigged.
yearbock, long.
yeast-bitten.
yellow-backed, -bellied, -billed, bird, -breasted, -covered, -crowned, -eyed, fish, -headed, root, -rumped, seed, -shafted, -tailed, -throated, -vented, weed, wood, wort, -wrack.
yesterday, eve, even, evening, morn, morning, night, noon, week, year.
yewberry.
yokefellow, mate, -toed.
yttro-cerite, -columbite, -tantalite.
yuletide.

Z

zantewood.
zebrawood.
Zend-Avesta.
zeroaxial, dimensional.
zigzag, zaggery, zaggy.

PUNCTUATION.

The comma separates two words of the same parts of speech and in the same construction, if used as a conjunction between them. Also, in a series of words, all of the same parts of speech, a comma is inserted between each, except where the conjunction and is used between the last two words of the series. Expressions of a parenthetical or immediate nature are separated from the context by a comma. A word or an expression denoting a person or an object addressed, is separated by a comma from the rest of the sentence.

The use of the comma, however, is largely a matter of individual preference; but its close use not being demanded by state work, it should not be insisted upon in any sentence that reads along connectedly, without a natural or radical break in thought.

The semicolon is used for dividing a compound sentence into two or more parts, less closely connected than those which are separated by a comma, nor yet so little dependent on each other as those distinguished by a colon.

In thin-spaced lines, the space after the semicolon should be slightly increased.

The colon is used to divide a sentence into two or more parts less closely connected than those which are separated by a semicolon, but not so independent as separate, distinct sentences.

The colon should never be used with a dash or other point, even in the case of abbreviations. Increase space after the colon as required.

The period is used when a sentence is complete and independent, and not connected in construction with a following sentence.

Use an em quad after a period ending a sentence; not a spaceband and an en space.

The dash is introduced where the sentence breaks off abruptly, where a significant pause is required, or where there is an unexpected turn in the sentiment.

The dash should never be used with any other point (except at the end of a side heading or paragraph), and never at the beginning of the line.

The interrogation is used at the end of an interrogative sentence; that is, when a question is asked; as, Who will accompany me?

The exclamation is applied to expressions of sudden surprise, emotion, etc., and also to address and invocation; as, My friend! your conduct amazes me!

Parentheses are used to include a word or clause containing some necessary information, or useful remark introduced into the body of a sentence obliquely, and which might be omitted without injuring the construction. Dashes are also used quite frequently for the same purpose as marks of parenthesis.

When a sentence is divided, and a parenthetical word, remark, or clause thrown in, the division points should be placed after the parentheses. Place the period within the parentheses only when they include a sentence.

Brackets are used within parentheses to hold explanatory words, etc., and to include words or remarks foreign to the sentence, as [laughter], [indicating].

Quotation marks should be placed after exclamation or interrogation marks when the punctuation sign is part of the sentence, otherwise before, as with the semicolon and colon. Always place after comma and period. He said, "Is it right?" Have you read "Three Squeaks"? "Help! Murder!" cried the unfortunate wretch as he fled from these interrogations.

Excerpts or extracts from law or decisions should be quoted at beginning and end, and at beginning of each paragraph, whether indented or set in smaller type, unless it be the language of the author, used on a previous occasion. Do not use quotations when the extract is dated and signed.

A quotation within a quotation should be single quoted; but a quotation within a single quotation takes the double mark.

Possessives and Apostrophes. Nouns in the singular, or in the plural, when ending with any letter other than "s," require an apostrophe and "s," as, man's, men's, child's, children's. When singular or plural nouns end in "s," only the apostrophe after the "s" is necessary, as Burns', Jones', witness' testimony, witnesses' testimony.

Avoid the use of the apostrophe unless the idea of possession is very clear. Such words as peoples, merchants, farmers, in peoples forum, merchants exchange, or farmers union, do not require the possessive.

Omit the apostrophe in all abbreviations or contractions, as, Fredk., or contd.

Omit comma in James Lind of Sacramento; Mr. and Mrs. Van Houston of Woodland; J. W. Goodman of San Jose.

Omit period after letters or figures used for subdivisions, when placed in parentheses; as, (a), (b), (3); (1), (2), (3). When not used with parentheses, use period and an en space.

Omit the hyphen in civil and military titles, as Attorney General, Postmaster General, lieutenant colonel, etc., also in Latin forms, as ex officio, ante bellum, prima facie, per diem, etc.; also in abbreviated terms.

BRIEFS AND TRANSCRIPTS.

In briefs follow copy generally in the use of abbreviations, figures, and other important matters. In capitalization and punctuation the office style will prevail.

Indent extracts 1½ ems, and citations 2 ems, with 3-em breakover.

Quote extracts at the beginning of each paragraph, and at the end of the last paragraph of extract proper. Follow extracts literally except in capitalization and punctuation.

Use vs. (roman) for versus.

Italicize the titles of cases, as *State of California* vs. *Southern Pacific Company; Southern Pacific case* (238 Cal. 118).

When quoting from the transcript, follow literally.

Use caps and small-caps for subheads, as

STATEMENT OF THE CASE.
ARGUMENT.
SUMMARY.

In syllabus headings use italic and capitalize the principal words, using a hanging indention of 1½ ems, as

The General Spirit and Policy of Our Statute Is to Give Defendant a Right to Have an Action Against Him Tried in the County of His Residence.

Make sentences of citations, when they occur at the end of sentences or paragraphs, except p. or pp., which should be close up.

In a series of indented citations, use a period at the end of each.

When citations are run in, use semicolons.

Capitalize court only with the name, as, Circuit Court, Supreme Court; but the court rules; the court say. Capitalize judge likewise, as, Judge Morrow, Morrow, J.; but the judge says; the judge ruled.

The following are examples in brief work:

The Legal Tender cases.

In Jones' case the court say.

In the case of Jones.

Jones case (14 Cal. Rep. 169).

WALLACE, J., delivered the opinion.

SMITH: (Preceding testimony).

In *Doe* vs. *Roe* the court ruled.

In titles of cases follow copy as to figures and abbreviations.

In transcripts follow literally, even to the extent of misspelled words, or words wrongly used, except manifest errors of the typewriter are to be corrected, as where a letter has been struck over another, or an improper impression made.

Use [Title of Court and Cause] when titles are repeated.

Make paragraphs of answers in Q. and A. matter.

Use bold-faced type for the principal headings, as ANSWER, AMENDED ANSWER, BILL OF EXCEPTIONS, COMPLAINT, JUDGMENT, ETC.

Use the following forms:

cross-examination.
cross-interrogation.
redirect examination.
re-redirect examination.
recross-examination.
re-recross examination.

DISPUTED WORDS.

Following is a brief list of preferred forms for words often in dispute:

acre-foot	foodstuff	pay roll
afterwards	fuse	Pit River
all-round	gypsy	post office
aluminum	horsepower	post-office (a.)
among	inasmuch	reconnaissance
anemia	inclose	run-over
awhile	indorse	shellac
blond	insanitary	shellacked
bowlder	in so far	someone
candlepower	live stock	sometime
can not	marblework	subject matter
canyon	meantime	subpena
catalog	meanwhile	sirup
clew	misfire	textbook
cocoanut	motorcycle	theater
coolie	nighttime	thrash
daytime	nonuse	toward
draft	off-color	to wit
drought	ofttime	while
employee	program	wilful
ex officio	pay day	

MAKE-UP AND IMPOSITION.

Make-up should be standardized as far as possible, using standard furniture and margins.

Page justification needs to be firm with a uniform swell. Use twin gauges.

Make all pages full, if possible.

In initial work, the size of the trimmed book should be known, for this determines the size of the type page. The margin should be divided so as to allow, usually, one pica more at the bottom and sides than at the top and back.

When center folios are used, —1—, —2—, —3—, is style for the top, and (1), (2), (3), in a smaller type than the text, style for the bottom of pages.

Much care should be taken in "whitening out," balance, sinking and break-overs.

The sink at the head of each new page should be uniform throughout the book.

Do not break on a hyphen or on one line.

Do not run over one line.

"Contents," "List of Illustrations," "Letter of Transmittal," or any other matter that makes a page in itself, should be placed slightly above the center of the page.

All caption lines should have more space above than below.

See that the signature marks and closing mark are always used.

State publications are usually made up in the following order: Page 1, title; page 2, blank; page 3, table of contents; when contents end on page 3, then page 4 is blank; page 5, letter of transmittal; page 6, blank; page 7, text proper.

In side-stitched books, an extra pica should be allowed in center margin.

Pamphlets up to 64 pages should be imposed as an insert (or saddle stitch).

True all forms both transversely and diagonally.

LEGISLATIVE STYLE.

Pertaining to Senate and Assembly Journals.

General Rules.

The body type of the Journals is 10-point. All communications, resolutions, statements, roll calls, reports, and extracts will be set in 7-point. This rule obtains whether the copy is marked or not.

Operators should avoid, as far as possible, wide spacing, especially in break lines and lines containing many points. Divisions of two letters will not be allowed nor shall a paragraph end with a break line of one syllable, nor a word of one syllable under four letters. Avoid breaking over the first or last line of a paragraph where possible.

In resetting lines in correcting proof, operators are required to read the reset lines *very* carefully, so that such lines will be free from error. Battery operatives will verify every correction—*pulling the wrong slug will not be tolerated.*

No changes should be made from copy without authority of foreman, who alone will be responsible for same.

Observe the lists of Senators and Members, also committees of both Houses, and duplicate names. Changes caused by death, resignation or otherwise should be noted. There is no excuse for error in spelling names of Senators, Members or department officials. In case of doubt, the lists published in the History of that branch of the legislature should be taken as authority.

Small-cap center heads should be set in the same type as the following matter.

Capitalization.

Capitalize proper names, singular or plural; all state officials; branches of legislature; officers of legislature; all committees, regular or special. Signatures to unanimous reports of committees should be signed by chairman only, no initials, as

JONES, Chairman.

Majority and minority reports carry full list of signers.

Where matter carries a double signature, subsidiary name is set in small-caps, as

L. B. MALLORY, Chief Clerk of Assembly.
By M. STERN, Assistant Clerk.

In signatures to a committee report, where entire committee signs, signatures should be set in caps, under each other, as

ANDERSON, Chairman.
BEBAN.
BENEDICT.

All state institutions, boards and commissions, as Whittier State School, Railroad Commission, Board of Control.

The State of California, and the word State when it refers to the State of California, as "this State."

President of the United States or any synonymous title.

Governor of the State or any synonymous title.

Counties of the State, as Sacramento County.

The flag, as Old Glory, Stars and Stripes.

The House, referring to branch of the legislature.

The codes, as Code of Criminal Procedure.
Statutes, as Statutes of 1915.
Lower-case, as violation of the statutes.
Resolutions, as Senate Concurrent Resolution No. 1.
Lower-case, as Assembly concurrent resolution was referred——.
The word act, as "An act to amend, etc."
Capitalize, when used in a title, as "Mann Act."
Bills, as Senate Bill No. 125.
All names implying Deity, as All-Wise.

Contractions.

When in a Senator's or Member's language the copy shows such contractions as "don't," "can't," "won't," "didn't," "couldn't," "wouldn't," spell in full, as "do not," "can not," "will not," "would not."

Figures.

Use figures for section numbers and for expressing the year, as section 1473 of the Penal Code; January 6, 1915.

All other numbers as well as amounts of money should be spelled out.

NOTE.—In bill *titles*, numbers should be written out; no figures.

Italics.

No italics will be used in Journals. This does not apply to "*Be it enacted,*" "*Resolved,*" "*Ordered,*" "*Resolved by the Senate of the State of California, the Assembly concurring*" or "*To the Senate and Assembly, etc.*"

Miscellaneous.

Do not quote any communication that carries date and signature.

Indent star lines 2 ems on each side. Use seven stars. When ellipsis occurs inside of line, use three stars.

In Senator's or Member's language, when the copy indicates "number," use the abbreviation "No."; when the word is "numbered," use that form. In reference to Senate or Assembly bills the "No." should always be used, whether in copy or not, as Senate Bill No. 9.

Abbreviations.

In the Journals no abbreviations are used. The words "pro tempore," will be used in full, as President pro tempore.

Signatures and Addresses.

When there are over four signatures and not exceeding twenty, without titles, they should be set in half measure, caps and small-caps, the longest line indented 1 em from end of half measure, as

EDWARD R. CALHOUN.
A. BRYSON.
W. H. H. SOUTHERLAND.
JAMES A. GREENE.

When with titles, or the number exceeds twenty, run in full measure, lower-case, indented 5 and 7 ems, as

Brown, Shipley & Co.; Denniston, Cross & Co.; Hardy, Nathan & Co.; Hoare, Miller & Co.; Weinstock, Lubin & Co.; Hale Bros.

In the Journals, under the standing head, the date line

ASSEMBLY CHAMBER,
SACRAMENTO, Friday, May 7, 1915.

is indented 1 and 2 ems, respectively, from end of line.

In messages from the Senate to the Assembly and vice versa, the form is as follows:

ASSEMBLY (OR SENATE) MESSAGE.

The following message from the Assembly was taken up and read:

ASSEMBLY CHAMBER, SACRAMENTO, May 7, 1915.

MR. SPEAKER: I am directed to inform your honorable body, etc.

In committee reports:

REPORTS OF STANDING COMMITTEES.

The following reports of standing committees were received and read:

ON JUDICIARY.

MR. PRESIDENT (or SPEAKER): Your Committee on Judiciary, to which was referred Senate Bill No. 234—An act to amend section 532 of the Code of Civil Procedure of the State of California, relating to attachment liens—has had the same under consideration, and respectfully recommends that it do pass.

KEHOE, Chairman.

Also:

Mr. President (or Speaker): Your Committee on Judiciary, to which was referred Senate Bill No. 9, etc.

KEHOE, Chairman.

Senate and Assembly Histories.

The body type of the Histories is 7-point, with the introductory line set in 10-point. The Histories carry the bill, from its introduction, through all the varying actions, day by day, until its final disposition. Each date is a paragraph in itself and all action on any one date should be included in the paragraph. In correcting, when additional action is of same date as action previously added, the operator should pick up the last line and add, instead of setting a double date. This does not apply to the actions "To printer," "From printer," "To committee," "From committee." Note style.

Introductory line in 10-point, is set flush. Following 7-point is indented 3 and 4 ems.

1234—Campbell, Mar. 26. To Com. on Fin.

An act providing an appropriation for painting and exterior repair of the building on the State Capitol grounds, occupied by the State Printing Plant.
Mar. 28—Read first time. To printer. Mar. 29—From printer. To committee.
April 30—From committee with recommendation: Do pass. Read second time. To engrossment and third reading. To engrossment.

Files.

The Files are set entirely in 10-point type. The first line, carrying bill number, author, and committee, is set flush. The rest is indented 1 and 2 ems. Initials are used for bill, as

159—S. C. A. No. 36—Campbell. To Com. on Const. Am.

A resolution proposing to the people of the State of California to amend section 12 of Article XIII of the Constitution of the State of California, relative to poll tax.

Read.

From committee without recommendation.

Minority report: Be not adopted.

Passed on file.

When action "Passed on file" is repeated, the one line will answer until there is a new action.

Any additional explanatory paragraphs in the Files take the same indention as the action, as

2—S. B. No. 751—Maddux. To Com. on Jud.

An act to amend section 2287 of the Civil Code of the State of California, relating to appointment of trustees.

Read first time.

From committee with recommendation: Do pass.

Read second time.

Read third time.

Passed.

Title read and approved.

Mr. Ryan gave notice that on the next legislative day he would move to reconsider the vote whereby Senate Bill No. 751 was this day passed.

Reconsideration continued to May 8.

Special Urgency File.

197—Edwards, L.

S. B. No. 268—Campbell. To Com. on F. & G.

An act to amend section 642 of the Political Code of the State of California, relating to the Fish and Game Commissioners and their assistants and employees, and prescribing their powers and duties.

Read first time.

From committee with recommendation: Do pass.

Read second time.

Abbreviations.

In the Histories and Files will be found the only abbreviations used in legislative work. They are the abbreviations for the various committees in both branches. The operator should make himself familiar with the following official list:

Agriculture	Agr.
Attaches	At.
Banking	Bkg.
Building and Loan Associations	B. & L. A.
Civil Service	Civ. Ser.
Claims	Cls.

Commerce and Navigation	C. & N.
Conservation	Cons.
Constitutional Amendments	Const. Am.
Contested Elections	Cont. Elec.
Contingent Expenses	Con. Ex.
Corporations	Corp.
County Government	Co. Gov.
Direct Legislation	Dir. Leg.
Drainage, Swamp and Overflowed Lands	D., S. & O. L.
Education	Ed.
Elections	Elec.
Engrossment and Enrollment	Eng. & Enr.
Federal Relations	Fed. R.
Finance	Fin.
Fish and Game	F. & G.
Hospitals and Asylums	H. & A.
Insurance	Ins.
Introduction of Bills (after recess)	Intr. Bls.
Irrigation	Ir.
Judiciary	Jud.
Labor and Capital	L. & C.
Libraries	Libs.
Live Stock and Dairies	L. S. & D.
Manufactures	Mnfs.
Medical and Dental Laws	M. & D. L.

Mileage	Mi.
Military Affairs	Mil. Af.
Mines and Mining	M. & M.
Municipal Corporations	Mun. Corp.
Normal Schools	Nml. Sch.
Oil Industries	Oil I.
Prisons and Reformatories	P. & R.
Public Charities and Corrections	Pub. C. & C.
Public Health and Quarantine	Pub. H. & Q.
Public Morals	Pub. M.
Public Utilities	Pub. U.
Revenue and Taxation	Rev. & Tax.
Revision and Printing	Rev. & Ptg.
Revision of Criminal Procedure	Rev. of C. P.
Roads and Highways	R. & H.
Rules	Rls.
State Grounds and Parks	St. G. & Pks.
Universities	Univ.
Ways and Means	W. & M.

Bills.

The body type used in all bills, resolutions, etc., is 10-point.

The only italic used is in new matter in amended bills, the enacting clause, the letter used in additional sections, as 1764*a*, and in resolutions, "*Resolved by the Senate of the State of California, the Assembly concurring.*"

Italicize First, Second, Third, when followed by a dash and paragraphed. In roman when followed by a comma or period.

In bills, after first section it is abbreviated to SEC. The section (§) mark is used only in code sections.

Figures will be used in expressing sections, subdivisions, and time. Paragraphs of subdivisions will be expressed as "First," "Second," etc., as "Paragraph second of subdivision 3 of section 196 of an act relating to the depositing of one hundred thousand dollars, on July 1, 1915, the same to draw interest at the rate of six per cent."

In bill composition a severe "down style" will be followed; that is, the only capitalization allowed is in proper nouns, President of the United States, Governor, State of California, and state institutions, as Preston School of Industry, State Prison at San Quentin, University of California, San Jose Normal School.

No two-letter divisions will be allowed and paragraphs must not end on one-syllable divisions, nor with words of one syllable containing less than four letters. Operators will avoid, as far as possible, having lines begin or end with the same word as the preceding line. This will greatly reduce the danger of having the wrong slug pulled. Operators setting take "30" on bills must be sure to insert closing mark. This is both important and imperative.

Bill Styles.

The headings and titles of bills are set 26½ ems pica in width, the titles carrying a 1½-em hanging indention. The body of the bill is set 23 ems, 3 points pica.

Titles are set in 10-point small-caps; the only capitalization being the first word of a sentence or a proper noun.

Assembly bills and resolutions are distinguished from Senate bills and resolutions by having the head lines set in 14-point DeVinne; full caps for the bills and caps and lower case for the resolutions. The Assembly measures also carry double rules. Senate bills and resolutions have the head lines set in 12-point modern; caps for the bills and caps and lower case for the resolutions. Senate measures also carry parallel rules.

When a measure is engrossed it carries the word "ENGROSSED" in caps at the top of the first page. When a measure has been amended it carries the line at the head of the first page in 10-point caps. If it has been amended more than once the same shall appear at the head, as

AMENDED IN SENATE, JANUARY 26, 1915.
AMENDED IN ASSEMBLY, JANUARY 20, 1915.

with the latest amendment date at the head.

15 the last Monday of Augu
16 taxes, designating the nu
17 each one hundred dollars
18 and county taxes upon t
19 provided, that it shall no
20 visors of any county in t
21 greater than fifty cents o
22 erty be levied and collecte
23 indebtedness, or judgment
24 of any county or municipa

AMENDED IN SENATE JANUARY 26, 1915.
AMENDED IN ASSEMBLY JANUARY 20, 1915.

Assembly Concurrent Resolution No. 5

INTRODUCED BY MR. RYAN,

JANUARY 12, 1915.

REFERRED TO COMMITTEE ON RULES.

ASSEMBLY CONCURRENT RESOLUTION No. 5,

RELATIVE TO THE APPOINTMENT OF A COMMISSION TO GREET THE PRESIDENT OF THE UNITED STATES ON HIS [OFFICIAL] VISIT TO THE PANAMA-PACIFIC INTERNATIONAL EXPOSITION AND THE CALIFORNIA-PANAMA EXPOSITION.

WHEREAS, The Panama-Pacific International Exposition is an institution organized under the laws of California, and is in part created and maintained from the public moneys of the State of California and is in every way typical and representative of the resources and productions of the State of California as well as the progress [and advancement] of the world; and

WHEREAS, The Panama-California Exposition at San Diego is also an institution organized under the laws of the State of California and supported and maintained from public and private moneys and typifies the progress and achievements of this commonwealth from the time civilization was first planted on its shores; and

WHEREAS, The President of the United States has signified his intention to make a visit in [his] official capacity to the Panama-Pacific International Exposition at San Francisco, and the Panama-California Exposition at San Diego; be it

Resolved by the Assembly of the State of California, the Senate concurring, That a commission, to be composed of the governor of the State of California, the lieutenant governor, the speaker of the assembly, five senators to be named by the president of the senate, etc.

O

NOTE.—The brackets used indicate the amendments, and are removed when the bill is engrossed, the words ENGROSSED or RE-ENGROSSED, in 10-point caps, being placed at the top.

ASSEMBLY BILL No. 1338

INTRODUCED BY MR. SISSON,

JANUARY 29, 1915.

REFERRED TO COMMITTEE ON REVENUE AND TAXATION.

AN ACT

To amend sections 3692, 3696, 3714*a*, 3732, 3737, 3746, 3756, of the Political Code, relating to the assessment, equalization and collection of taxes.

The people of the State of California do enact as follows:

Section 1. Section 3692 of the Political Code of the State of California is hereby amended to read as follows:

3692. The powers and duties of the state board of equalization are as follows:

1. To prescribe rules for its own government and for the transaction of its business.

2. To prescribe rules and regulations, not in conflict with the constitution and laws of the state, to govern supervisors when equalizing, and assessors when assessing.

3. To make out, prepare, and enforce the use of all forms in relation to the assessment of property, collection of taxes, and revenue of this state.

* * * * * * *

11. To report to the governor, biennially, a statement showing:

First—The acreage of each county in the state that is assessed.

Second—The amount assessed per acre.

The following samples will give a fair general idea of the style used in legislative measures:

Assembly Concurrent Resolution **No. 5**

Assembly Joint Resolution **No. 8**

ASSEMBLY BILL **No. 71**

INTRODUCED BY MR. CONARD,

JANUARY 29, 1915.

REFERRED TO COMMITTEE ON JUDICIARY.

Senate Concurrent Resolution No. 11

Senate Joint Resolution No. 9

ENGROSSED.

SENATE BILL No. 1023

INTRODUCED BY SENATOR ANDERSON,

JANUARY 29, 1915.

REFERRED TO COMMITTEE ON MUNICIPAL CORPORATIONS.

AN ACT

TO AMEND AN ACT ENTITLED "AN ACT TO PROVIDE FOR THE ORGANIZATION, INCORPORATION, AND GOVERNMENT OF MUNICIPAL CORPORATIONS," APPROVED MARCH 13, 1883, BY AMENDING SECTION 752 THEREOF, RELATING TO THE ELECTION AND TERM OF OFFICE OF OFFICERS OF CITIES OF THE FIFTH CLASS.

The people of the State of California do enact as follows:

Third—The aggregate value of all town and city lots.

* * * * * * *

SEC. 2. Section 3696 of the Political Code is hereby amended to read as follows:

3696. On the third Monday in August, of each year, the board must determine the rate of state tax to be levied and collected upon the assessed valuation of the property of the state, which, after allowing five per cent for delinquencies in collection of taxes, must be sufficient to raise the specific amount of revenue directed to be raised by the legislature for state purposes. * * *

SEC. 3. Section 3714*a* of the Political Code is hereby amended to read as follows:

3714*a*. The board of supervisors of each county must, on the last Monday of August of each year, fix the rate of county taxes, designating the number of cents levied for each fund on each one hundred dollars of property, and must levy the state and county taxes upon the taxable property in the county; provided, that it shall not be lawful for any board of supervisors of any county in the state to levy, nor shall any tax greater than fifty cents on each one hundred dollars of property be levied and collected in any one year, to pay the bonded indebtedness, or judgment arising therefrom, of this state, or of any county or municipality in this state.

O

of each year, fix the rate of county
ber of cents levied for each fund on
f property, and must levy the state
e taxable property in the county;
be lawful for any board of super-
e state to levy, nor shall any tax
each one hundred dollars of prop-
in any one year, to pay the bonded
arising therefrom, of this state, or
ity in this state.

Chaptered Bills.

A legislative measured is "chaptered" after it has been enacted into law. Then the leads are pulled from the body; the head is killed, the title lifted and reset in 10-point italic, 23 ems, 3 points pica in width with 1½-em hanging indention. The chapter number is then added, as

CHAPTER 471.

An act to be known as "The California Irrigation Act" providing for co-operation between the State of California and the United States and independent proceedings in the storage and diversion of water, the distribution thereof for irrigation, the manufacture of power and for domestic purposes; creating an irrigation board to form water districts, make contracts, construct reservoirs, divert and distribute water, generate, lease and sell electric current, etc.

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